DOCUMENT RESUME

ED 252 317 PS 014 852

TITLE Child Development Services: Army Regulation 608-10 (Effective 15 October 1983).
INSTITUTION Department of the Army, Washington, D.C.
PUB DATE 84
NOTE 163p.
PUB TYPE Reports - Descriptive (141) -- Guides - Non-Classroom Use (055)

EDRS PRICE MF01/PC07 Plus Postage.
DESCRIPTORS *Day Care Centers; Early Childhood Education; Facilities; *Family Day Care; *Federal Programs; Glossaries; Guidelines; Outreach Programs; *Program Administration; Program Descriptions; Recordkeeping; Records (Forms); Standards
IDENTIFIERS *Army; Child Development Services; *Program Requirements

ABSTRACT

As of October 15, 1983, Army Regulation 608-10 has prescribed policies, procedures, and standards for establishing and operating Child Development Services (CDS), formerly Child Support Services, at Army installations. The regulation applies to all activities, contractors, individuals, and private organizations providing child care services for children 4 weeks to 12 years of age on property controlled by the United States Army worldwide. Specifically, the regulation (1) provides commanders the option of implementing CDS as a program separate from the Army Community Service Program; (2) institutes a separate CDS Report; (3) changes the format and content of the Program Facilities Report for dual purposes of entry into the United States Department of Agriculture Child Care Food Program and verification of Department of Defense and CDS minimum standards; and (4) institutes CDS supplemental/outreach options. The regulation applies to Active Army, Army National Guard, and the Army Reserve. Chapters of the regulation guide focus on program structure, oversight, management, core requirements, component requirements for center-based and quarter-based systems, and supplementary outreach care options. Appended are a list of references, a numerical listing of forms prescribed by the regulation, a glossary of abbreviations and terms, and CDS forms. (RH)

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Army Regulation 608-10

Effective 15 October 1983

Personnel Affairs

Child Development Services

ED252317

Summary. This regulation prescribes policies, procedures, and standards for establishing and operating Child Development Services (CDS), formerly Child Support Services, at Army installations. It provides commanders the option of implementing CDS as a program separate from the Army Community Service Program; institutes a separate CDS Report; changes the format and content of the Program/Facilities Report for dual purposes of entry into the United States Department of Agriculture (USDA) Child Care Food Program and verification of Department of Defense and CDS minimum standards; and institutes CDS supplemental/outreach options.

Applicability. *a.* This regulation applies to Active Army, Army National Guard, and the Army Reserve. It applies to all activities, contractors, individuals, and private organizations that provide child care services for children 4 weeks–12 years old on property controlled by the US Army worldwide.

b. This regulation does not apply to the care given to children—

(1) In the home of or by the parent, guardian, or blood relatives.

(2) By baby sitters providing short-term intermittent care in their homes when it does not exceed a total of 10 child hours per week on a regular basis.

(3) By baby sitters in the child's home.

(4) By Department of Defense schools.

(5) In public school programs.

(6) In youth activities programs except those officially conducted or designated as a part of Army CDS.

(7) In chapel and unit settings where care is limited to short periods while parents are in attendance at related functions on the premises or immediately accessible to child activity spaces where care is being given. CDS adult/child ratios will apply.

(8) In religious education programs of limited duration such as vacation bible school.

Impact on the New Manning System. This regulation contains information that affects the New Manning System. Installation/community commanders are authorized to establish child care services that help reduce lost duty time related to conflict between parental responsibilities and unit mission requirements.

Supplementation. Supplementation of the regulation is prohibited without prior approval of HQDA(DAAG-PSY), ALEX VA 22331.

Interim Changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this regulation is The Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAAG-PSY), ALEX VA 22331.

PS 014852

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Chapter 1
Program Structure

Section I
General

1-1. Purpose
This regulation prescribes policy and procedures for establishing and operating Army Child Development Services (CDS).

1-2. References
Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. CDS program objectives
Community-based systems for managing and coordinating child development programs and services will—

a. Support readiness by reducing lost duty time due to conflict between parental responsibilities and unit mission requirements.

b. Contribute to the quality of life and well-being of families in the command with young children.

c. Support parental child-rearing responsibilities by providing developmentally appropriate care options for children.

d. Operate using minimum standards and compliance assurance procedures to insure that continuity and consistency of CDS operations exist Army-wide.

e. Contribute favorably to the growth and development of children while they are in the Army's care.

f. Support Service families in their effort to attain economic self-sufficiency by providing accessible child care when a second income is required.

g. Provide employment and career advancement opportunities within CDS programs for military family members.

1-5. Criteria for establishing CDS
a. Army CDS will be established at installations/communities that-

(1) Are not tenants or satellites of a host installation.

(2) Authorize families to join their sponsors.

(3) Have a total installation/community population of 1,000 or more (DA Pam 570-551).

b. The establishment of CDS is strongly recommended and is authorized at installations/communities that may not meet one or more of the conditions in *a* above if—

(1) Off-post child care resources are limited.

(2) The complexity of social problems require special programming.

c. The establishment of a center-based CDS system will be per DOD 4270.1-M.

1-6. Sponsors eligibility criteria
a. The following sponsors are eligible for CDS programs in the Continental United States (CONUS):

(1) Active duty and retired military personnel and their families.

(2) Members of the military reserve components on continuous active duty or active duty for training and their families.

(3) Widows, widowers, and other next of kin of military personnel who were on active or retired at time of death.

(4) Next of kin to prisoner of war or missing in action (POW/MIA) personnel of all Armed Services.

(5) DOD civilian personnel employed on the installation/community where local civilian resources are not available, and it is in the interest of the Army.

b. Overseas commands will determine eligibility in accordance with international treaties and agreements.

Section II
Overview

1-7. CDS concept
a. CDS is a network of systems and programs through which the Army provides quality child development options that reduce the conflict between parental responsibilities and unit mission requirements. Changes in demographics, coupled with an increase in working spouses and the frequent relocation of Service families, have made CDS operations a necessity.

b. Soldiers look to the military establishment to provide services that support child rearing responsibilities of parents. The military family does not have the stability of an established neighborhood or the proximity of relatives to allow for a constant and reliable child care plan. Off-post civilian programs are often inaccessible, unaffordable, and have limited operating hours. Many of these lack programs for infants or toddlers, have no hourly services, and have waiting lists for vacancies. Off-post family child care (FCC) homes are often not licensed or certified and are unmonitored for health, safety, and quality of service factors.

c. CDS is designed to assist commanders in fulfilling their morale and welfare responsibilities to service members and their families. CDS will identify child develop-

ment needs and coordinate installation/community resources to meet service demand. To effectively perform this task, command commitment to and involvement in CDS is essential.

d. CDS is offered as a supplement to, not a substitute for the family as the primary agent for the care and development of the child. Quality CDS options can strengthen and sustain the child and parent relationships. However, the Army and parents must form a partnership to insure that these options for care will exist.

e. CDS offers care options with various types of service, locations, hours of operation, and fee schedules that are responsive to the needs of military families living both on- and off-post.

(1) Center-based services within centralized installation facilities offer closely monitored, structured, group experiences relevant to the age and development of the child.

(2) Quarters-based FCC services within certified homes in Government quarters offer a family atmosphere with a limited number of children, flexible hours, and the capability of addressing special needs.

(3) Supplemental/outreach child development options offered on and off-post may include approved baby sitter information and referral, parent co-ops, contracted services, child development programs sponsored by private organizations and other Army activities.

1-8. CDS policy

a. CDS is an essential family program.

b. Installation/community commanders are authorized to provide full-day, part-day, hourly center-based and quarters-based CDS programs as needed. Services provided should reflect assessed needs for infant, toddler, preschool age and school age care.

c. Services will support mission requirements and quality of life standards.

d. Services will be responsive to needs of patrons living on- and off-post.

e. Quarters-based services will be a supplement to, not a substitute for center-based services.

f. All family child care within the Government quarters must occur in CDS certified FCC homes.

g. Facilities used by center-based programs and family housing units certified for quarters-based care will meet Army CDS minimum standards.

h. All CDS program operations will be developmental in nature with appropriate staff, facilities, equipment and materials, and program experience. Services will be designed to foster and develop a child's physical, intellectual and socio-emotional capabilities regardless of the setting or length of time in care.

i. All programs within CDS will be staffed with professional child development management and trained caregivers, FCC providers, administrative, and support personnel.

j. The dissemination of religious information or materials or having program activities that teach or promote religious doctrine is prohibited. Programs operated by chaplains are exempted from this restriction.

k. All services within CDS will be available and affordable to active duty sponsors regardless of rank.

l. All program operations within CDS will be evaluated annually by an internal assessment team.

m. Delivery of program services within CDS may be provided directly through installation/community programs and systems, and/or public agencies, private organizations and individuals. Regardless of the mix of service delivery provided, the CDS coordinator position will be maintained at the installation/community to monitor all services for compliance with pertinent regulations.

1-9. CDS organization

a. Installation/community commanders may establish CDS as a separate but equivalent program to Army Community Service (ACS) (AR 608-1) with MACOM approval or as an essential operational element of ACS. When established as a separate program, CDS should be located within the same organizational and reporting structure as ACS.

b. A professional CDS coordinator will be provided to supervise and monitor all programs and supplemental/outreach operations regardless of organizational placement of CDS within the command. (See fig 1-1.)

c. A CDS coordinator may serve jointly as a center-based and/or quarters-based program director when installation/community patron population does not require additional managerial positions, i.e. total program average daily attendance is less than 100 and services adequately reflect patron requirements. Performance of such operational duties will not interfere with the ability of the CDS coordinator to meet management and coordination responsibilities.

CHILD DEVELOPMENT SERVICES (CDS) ORGANIZATIONAL FRAMEWORK

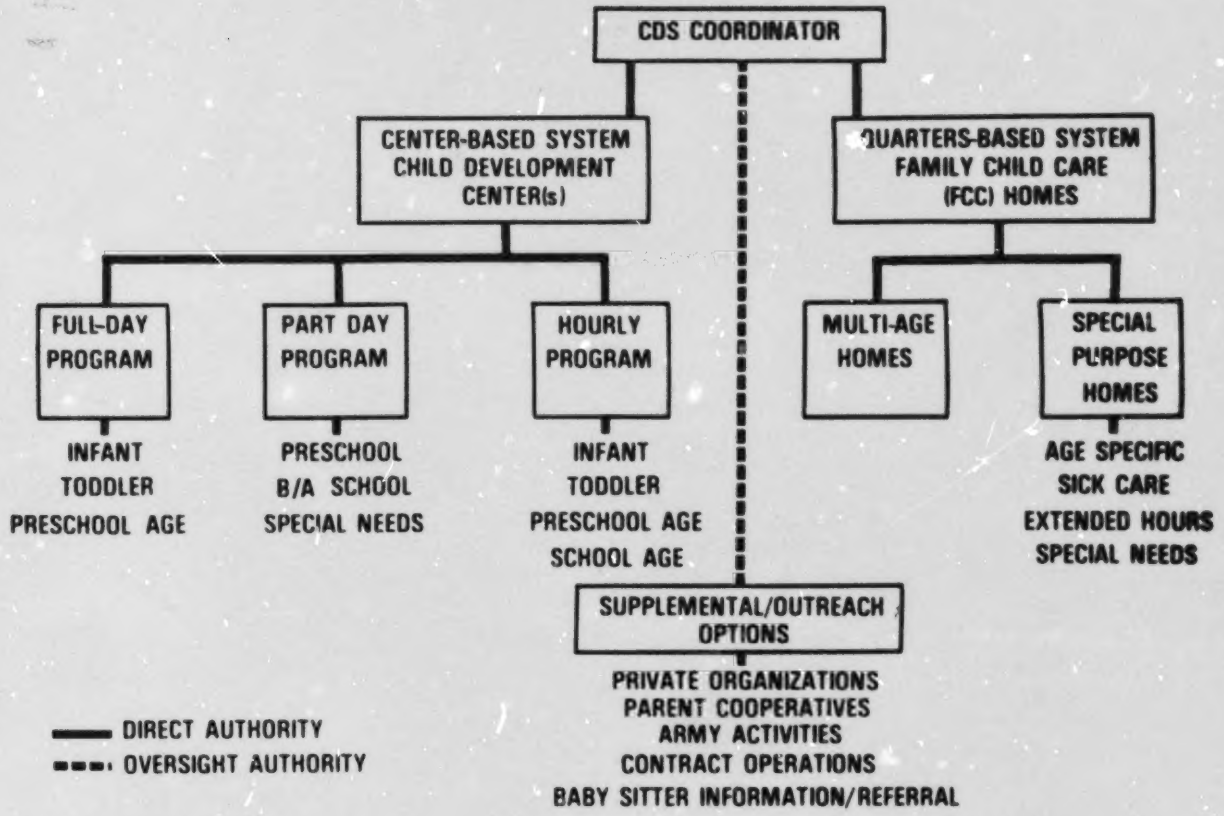

Figure 1-1. Organizational framework

Chapter 2
Program Oversight

Section I
Responsibilities

2-1. Headquarters, Department of the Army (HQDA)

a. The Adjutant General (TAG) (DAAG-PSY). TAG exercises HQDA staff supervision over CDS and will—

(1) Establish CDS staff positions to identify program objectives, determine goals, and formulate CDS policy.

(2) Set professional standards for CDS program development and operations.

(3) Coordinate minimum program and facility standards as defined by appropriate DA staff proponents for fire, health, nutrition, safety, and facilities.

(4) Consult and coordinate with related activities within DOD as well as other agencies and organizations to broaden input on CDS policy issues.

(5) Develop and implement a program evaluation system in coordination with major Army commands (MACOMs) to assess program effectiveness, quality of service, and the efficiency of overall CDS operations.

(6) Collect and analyze MACOM and installation CDS data for compliance with DOD and Army minimum program and facility standards and to determine resource requirements, program trends, and initiatives that have an impact on CDS policy.

(7) Coordinate and submit CDS resource requirements through budget channels.

(8) Visit, monitor, and provide technical assistance when needed to MACOMs and installations with regard to their CDS programs.

(9) Develop an Army-wide comprehensive staff training program for all levels of CDS personnel.

(10) Sponsor training workshops for MACOM and installation CDS personnel.

(11) Approve and monitor CDS programs and facilities for participation in the United States Department of Agriculture (USDA) Child Care Food Program.

(12) Develop and approve functional design requirements for CDS facilities along with the Office of the Chief of Engineers (DAEN-ECE).

(13) Develop model guidance for statements of work for contracting the management and operation of CDS programs.

b. The Surgeon General (TSG) (DAAG-PSP-O). TSG will—

(1) Define CDS minimum health and nutrition standards and related health aspects of CDS.

(2) Provide the resources, professional services, and technical assistance required to support CDS programs.

(3) Staff policy related to health, nutritional, environmental, and sanitation aspects of CDS facilities and operations.

c. The Director of Army Safety (DAPE-HRS). The Director of Army Safety will define CDS minimum safety standards and provide technical assistance relative to the safety aspects of CDS facilities and operations.

d. The Judge Advocate General (TJAG) (DAJA-ALG). TJAG will provide legal advice, interpretation, guidance, and assistance to the CDS program.

e. The Chief of Engineers (COE) (DAEN-ECE). The COE will—

(1) Define CDS minimum facility and fire standards.

(2) Provide technical guidance on all design and construction matters concerning CDS facilities including site, building, and utilities.

(3) Issue design guides, definitive drawings, supplementary criteria and requirements for constructing and renovating child development centers.

2-2. Major Army commands

a. MACOM commanders are responsible for the management and operational supervision of MACOM, major subordinate command, and installation/community CDS programs. They will—

(1) Establish CDS staff positions or designees at MACOM and major subordinate command levels to interpret program policy and monitor CDS programs within the command.

(2) Insure MACOM CDS staff or designees are professionally qualified and that grade level ratings show level of responsibility and complexity of duty assigned.

(3) Allocate MACOM CDS resources to installations.

b. MACOM CDS staff or designees will—

(1) Establish and review MACOM CDS program policy.

(2) Visit installations to assess the status of CDS programs and provide technical assistance when required.

(3) Support and supplement HQDA training opportunities and resources for installation CDS personnel.

(4) Collect and analyze installation CDS reports and resource requirements.

(5) Coordinate and submit installation and MACOM CDS resource requirements through budget channels to HQDA.

(6) Coordinate all installation/community CDS pilot projects, research, and innovative program efforts with HQDA (DAAG-PSY).

(7) Insure CDS personnel and the regulatory proponents for health, facilities, fire, safety and legal matters coordinate regularly with HQDA counterparts. This will insure that the MACOMs remain apprised of current policies and have access to guidelines and resource materials issued for use in interpreting program policy.

2-3. Installation/community

a. Installation/community commanders are responsible for the management and operational supervision of all programs and activities within CDS. They will—

(1) Insure authorization and assignment of qualified installation/community personnel to provide an effective network of CDS programs to accomplish the mission.

(2) Insure that the CDS coordinator at the installation/community level is professionally qualified, has child development related administrative program experience, and that grade level ratings reflect level of responsibility and complexity of duty assignment.

(3) Identify installation/community CDS needs and resource requirements to MACOM.

(4) Provide installation/community CDS report data and resource requirements to MACOM and HQDA.

(5) Allocate resources and establish priorities for the allocation of resources within CDS to meet installation/community needs.

(6) Insure that CDS coordinator and CDS personnel receive staff training as required.

(7) Insure that all programs and activities falling under CDS are monitored by the CDS coordinator and assessed for regulatory compliance.

b. The CDS coordinator will—

(1) Supervise and monitor all activities, contractors, individuals, and private organizations providing child development services on property controlled by the US Army unless exempted by this regulation.

(2) Verify compliance with CDS minimum program and facility standards on DA Form 4841-R (Child Development Services (CDS) Program/Facility Report (AG-894)) annually to MACOM and HQDA (DAAG-PSY) ALEX VA 22331.

(3) Be the point of contact for all issues and actions concerning CDS.

c. The health consultant as designated by Medical Department Activity (MEDDAC) or US Army Medical Center (MEDCEN) will—

(1) Consult on standard operating procedures (SOPs) developed by the CDS coordinator to meet program health requirements.

(2) Monitor the health, nutritional, environmental, and sanitation aspects to CDS facilities and operations through monthly inspections and upon request.

(3) Verify compliance with CDS minimum health standards in (2) above on DA Form 4841-R annually.

d. The safety program manager will—

(1) Consult on SOPs developed by the CDS coordinator.

(2) Monitor the safety of CDS facilities.

(3) Verify compliance with CDS minimum safety standards on DA Form 4841-R annually.

e. The facilities engineer will—

(1) Coordinate CDS construction or repair work with the CDS coordinator.

(2) Maintain CDS facilities, installed equipment, and premises.

(3) Verify compliance with CDS minimum facility standards on DA Form 4841-R annually.

f. The housing officer will participate as an advisor on actions involving FCC in Government quarters and consult with the CDS coordinator as necessary.

g. The staff judge advocate will provide guidance on CDS legal matters including liability issues and the application of State, local, and host nation laws to program operations.

h. The fire marshal will—

(1) Conduct periodic inspections of CDS facilities.

(2) Consult on SOPs developed by the CDS coordinator to meet program fire prevention requirements.

(3) Verify compliance with CDS minimum fire prevention standards on DA Form 4841-R annually.

i. The provost marshal will monitor the security of CDS facilities according to local requirements and consult with CDS coordinator as needed.

j. The medical treatment facility (MTF) dietitian will—

(1) Consult on dietary requirements including nutrition and meal planning.

(2) Verify compliance with the CDS food and nutrition minimum standards on DA Form 4841-R annually.

k. The Army Community Services (ACS) officer will—

(1) Consult on SOPs developed concerning child abuse and neglect identification and reporting procedures and support CDS personnel training requirements in this area.

(2) Support volunteers used by CDS within the ACS Volunteer Corps structure.

l. The Developmental Assessment Team (DAT) (para 2-5*b*) will conduct annual, and upon request, internal program assessments to assure application of regulatory guidance within all CDS programs.

Section II
Assessment and Compliance

2-4. General
A copy of this regulation and any local supplements concerning programs within CDS will be maintained at all CDS facilities and FCC homes. These regulations will be readily accessible to employees, patrons, and command representatives.

2-5. CDS program assessment
a. An annual internal review and evaluation process for all installation/community CDS programs will be established.

b. The review will be coordinated by the CDS coordinator and conducted by an installation DAT composed of a command representative, the CDS coordinator, installation regulatory proponency representatives, e.g., fire marshall, medical advisor, safety officer, facility engineer, dietitian; a parent, and an off-post child development professional. Additional team members may be designated by the command per local requirements.

c. The CDS program assessment will be conducted to identify the level and quality of services. The assessment will insure compliance with the CDS minimum standards on DA Form 4841-R.

d. Assessment instruments or tools and supporting guidance materials to be used by the DAT will be provided by HQDA.

e. Information derived from the annual CDS program assessment will be used to support reporting requirements specified in section IV.

f. The CDS program assessment may occur in conjunction with a MACOM or DA staff assistance visit.

2-6. CDS program compliance
a. All programs applicable under this regulation will be monitored by CDS to insure compliance with DOD minimum standards for child care programs and Army CDS minimum program and facility standards.

b. The quality of service, efficiency, and effectiveness of all operations monitored by CDS will be assessed for application of regulatory guidance.

c. All health, fire, structural, and safety requirements will be monitored according to the frequency specified by this regulation.

d. Installations/communities will determine the frequency and type of monitoring needed by regulatory proponents other than those specified within this regulation.

2-7. FCC provider and home certification
FCC homes and providers will obtain certification through the installation/community CDS program.

a. Certification will be authorized by the installation/community commander upon the recommendation of the CDS coordinator. Certification authorization may remain valid not longer than a 3 year period without renewal.

b. A SOP, coordinated with appropriate regulatory proponents by the CDS coordinator will be developed for the process of certifying FCC homes and providers. This SOP will include as a minimum—

(1) A description of the certification process including role of CDS management personnel and other regulatory proponents.

(2) The identification of local provisions and restrictions.

(3) The sequence or timeline for the certification process.

(4) A plan for recruitment of potential applicants including advertisement of services.

(5) The development and description of the contents of the application packet.

(6) The certification procedures including the—

(*a*) Applicant's medical evaluation.

(*b*) Applicant's background clearances requested from ACS, family advocacy case management team (FACMT), provost marshal, sponsor's company commander, and personal references.

(*c*) Verification of spouse and family member approval.

(*d*) Home visits by FCC program director.

(*e*) Fire and safety home inspections by regulatory proponents.

(*f*) Verification of compliance with CDS minimum standards.

(*g*) Application submission to FCC system.

(*h*) Certification orientation and training.

(*i*) Completion of contingency plan for emergency care of children.

(*j*) Completion of sample developmental activity schedule.

(*k*) Award of the FCC certification documents.

(*l*) Recertification process.

c. FCC provider applications should be processed within 45 days of submission.

d. The following DA forms will be used within the installation/community FCC home/provider certification SOPs:

(1) DA Form 5219-R (Child Development Services (CDS) Family Child Care (FCC) Provider Application) will be used to process individuals who apply to become certified FCC providers within the CDS quarters-based system. DA Form 5219-R—

(*a*) Includes personal and household background information.

(*b*) Identifies potential services to be offered.

(*c*) Lists character references.

(*d*) Contains a statement of agreement of entry to the CDS quarters-based system.

DA Form 5219-R will be completed and signed by the

applicant and submitted to the FCC director. DA Form 5219-R will be reproduced locally on 8½-by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.

(2) DA Form 5220-R (Child Development Services (CDS) Family Child Care (FCC) Provider Background Clearance Request) provides background information to be used by CDS personnel to determine the eligibility of the applicant for certification. The form will be completed by those individuals noted in paragraph 2-7*b*(6)(*b*). Administration of DA Form 5220-R will be handled by the FCC program director. DA Form 5220-R will be reproduced locally on 8½-by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. A release of information statement signed by the applicant should accompany the form.

(3) DA Form 5221-R (Child Development Services (CDS) Family Child Care (FCC) Certification Denial/Revocation) will be used to notify an FCC provider or provider applicant that certification has been denied or revoked. DA Form 5221-R—

(*a*) Identifies reasons for denial or revocation.

(*b*) Provides instructions for resubmittal by the applicant. DA Form 5221-R will be issued by the CDS coordinator upon the recommendation of the FCC program director. DA Form 5221-R will be reproduced locally on 8½-by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.

e. Forms will be maintained per paragraph 2-13*b*.

f. A CDS FCC certification document (fig 2-1) will be awarded to each FCC provider applicant as evidence that all requirements for FCC certification have been met. The document will identify—

(1) The name of the provider.

(2) Location and building number of the quarters.

(3) Name of the installation/community.

(4) FCC home category.

(5) Authorized age group composition.

(6) Restrictions or exceptions.

(7) Date of issue.

The document will be signed by the CDS coordinator and the installation/community commander. The document will be locally designed and reproduced.

g. FCC provider records will be updated per paragraph 2-19*a* and renewed every 3 years dating from original certification.

2-8. FCC provider and home compliance

a. The FCC provider will—

(1) Comply with all applicable regulations and any directive concerning correction of minimum standard deficiencies.

(2) Admit any of the regulatory proponent representatives including CDS management to insure regulation compliance.

(3) Display FCC certification document in an area in the home frequented by parents of the children in care. FCC providers will not furnish or make misleading or false statements on reports. Failure to comply with the above, may be grounds for denial, suspension, or revocation of certification. It may also result in loss of Government housing privilege.

b. An installation/community SOP will be developed to insure that services and facilities provided by certified FCC homes continue to meet regulatory requirements. This SOP will be coordinated with the proper regulatory proponents by the CDS coordinator and will address as a minimum the following—

(1) *Program compliance.* Monitoring procedures to include—

(*a*) An annual CDS program assessment.

(*b*) Quarterly home visits by FCC program director or outreach worker.

(*c*) Frequent health, fire, and safety inspections.

(*d*) Compliance with CDS minimum standards.

(*e*) Documentation of age group composition and group size through a central enrollment procedure.

(2) *Allegations and complaints.* Provisions for receiving, investigating, and reporting (within 3 days) allegations and complaints lodged against individual FCC home providers.

(3) *Noncompliance.* Procedures to be used when deficiencies show FCC home or provider noncompliance with regulatory requirements. These procedures will include completion of DA Form 5221-R (para 2-7*d*(3)) with a written correction directive stating the deficiencies found, the period within which the deficiency must be corrected, and the section of the regulation violated. The compliance period must be within 30 days from receipt of such an order. Health and safety deficiencies will require immediate action.

(4) *Suspension or revocation process.* Plans for the suspension or revocation process will include—

(*a*) Sequence of actions.

(*b*) Timeline.

(*c*) Role of regulatory proponents.

(*d*) Provisions for provider grievance procedures.

(*e*) Completion of DA Form 5221-R (para 2-7*d*(3)).

Suspension or revocation decisions will be made by the installation/community commander upon the recommendation of the CDS coordinator. Immediate suspension of the FCC home certification will occur if the FCC provider's failure to comply with the regulatory requirements results in an emergency situation that endangers life, health, or safety of children in care. The certification document will be returned to and retained by the FCC program director during the period of suspension or upon revocation.

2-9. State licensing
State licensing of CDS centers and FCC homes may be permitted in addition to, but not in lieu of, compliance with this regulation.

Section III
Recordkeeping Requirements

2-10. General
Data or information required for the operation and assessment of all programs within the Army CDS will be collected promptly and efficiently.

2-11. Child records
a. The information below will be maintained on file for each child within the CDS program facility or FCC home where the child is enrolled. These records will be accessible only to authorized CDS personnel.

(1) DA Form 4719-k (Child Development Services (CDS) Registration Card) will provide CDS staff with child and family data needed for program management, health, safety, enrollment and admission requirements. DA Form 4719-R includes sponsor's consent to seek emergency health or dental care for the child if the parent or guardian is unavailable. DA Form 4719-R will be completed jointly by parents and CDS personnel for each child enrolled in a CDS program. One form may be completed for each child or for each family. This form will be reproduced locally on 8-by 5-inch card stock, printed head to foot. A copy for reproduction purposes is located at the back of this regulation.

(2) DA Form 5222-R (Child Development Services (CDS) Sponsor Consent) itemizes events and conditions requiring parental permission for child participation in activities such as field trips, after-school activities, and authorizes use of a child's photograph for publication purposes. This form will be completed and signed by the parent or guardian. DA Form 5222-R will be reproduced locally on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.

(3) DA Form 5223-R (Child Development Services (CDS) Child Health Assessment) provides CDS staff with child health information necessary to meet admission requirements. DA Form 5223-R will be reproduced locally on 8½-x 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.

(4) DA Form 5224-R (Child Development Services (CDS) Child and Family Profile) provides information that enables CDS personnel to develop programs that meet the developmental and program needs of the child and family. DA Form 5224-R will be completed by the parent or guardian and will be reproduced locally on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.

(5) DA Form 5225-R (Child Development Services (CDS) Medical Dispensation Record) provides information about medication administered by CDS personnel to child while in attendance at a CDS program. This form includes sponsor's consent for this service and will be completed by the parent or guardian and CDS personnel (para 4-29*d*). DA Form 5225-R will be reproduced locally on 8 by 5 inch card stock, printed head to foot. A copy for reproduction purposes is located at the back of this regulation.

(6) The Family Care Plan provides information about the emergency care of dependent children of single parents and Army Service couples. Information will be provided as required in paragraph 4-5*c* using materials developed to support guidance in AR 600-20.

(7) DA Form 5226-R (Child Development Services (CDS) Sponsor/Program Agreement) identifies and clarifies the responsibilities of the parent or guardian and the CDS program regarding provision and acceptance of CDS services. DA Form 5226-R specifies—

(*a*) Types of services to be provided.
(*b*) Fees and charges.
(*c*) Program policies.
(*d*) Parental desires concerning care of child.

CDS personnel may insert specific items necessary to meet program requirements. Parents and CDS personnel will complete and sign the form. DA Form 5226-R will be reproduced locally on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.

(8) The USDA Child Care Food Program enrollment forms determine patron eligibility categories and reimbursement levels for program participation. The forms will be supplied by the USDA State or Regional Office that administers the program for CONUS installations. Forms will be completed by the patron, CDS personnel, and State or Regional USDA officials.

(9) Memorandums for Record may be used for unusual occurrences, parental complaints, parent conference data etc.

b. Items (2), (3), (4), (5), (9), or copies of them, should be kept within the appropriate CDS child activity space in each facility to enable caregivers in center-based programs use of information to support child programming needs.

c. Child records will be duplicated for children enrolled in programs located in separate facilities.

d. All child records will be updated each year, dating from the day of program enrollment and as needed.

e. Local CDS identification cards showing the patron has met CDS eligibility and admission requirements are authorized.

f. Copies of children's records involving DA forms are authorized for use within any CDS program. They should be given reciprocity by installations/communi-

ties to insure a level of consistency throughout Army-wide CDS systems.

g. A signed copy of DA Form 5226-R will be given to the sponsor.

h. Records will be on file as long as a child is enrolled. Copies of the records may be given to parents for use in other program services or upon termination from the program.

i. Records of children who have had a serious accident, injury, or unusual occurrence requiring emergency consultation or treatment at a medical treatment facility will be retained within the CDS system for 3 years after the occurrence.

2-12. Personnel records

a. Individual personnel files will be maintained for each center-based employee and will include—

(1) Name and address, telephone number, training, education, previous employment history, and other related experiences and qualifications.

(2) Character references, educational achievement and training requirements, and reports of medical examinations.

(3) Awards, promotions, and grievance actions.

(4) Employment entry and termination dates.

b. Individual personnel files will be maintained within the CDS System for each FCC provider and will include—

(1) CDS FCC certification document.

(2) Provider health records.

(3) Evidence of vehicle insurance.

(4) Background check information.

(5) Training and education records.

(6) Files of children seriously injured during care.

(7) Complaints received and documentation of follow-up on complaints.

2-13. Program records

The following CDS data will be collected and maintained to allow reporting capabilities by program and cumulatively.

a. Operational procedures for implementation of developmental programing to include curriculum guidance and CDS personnel training.

b. Description and documentation of CDS personnel training.

c. Developmental activity schedules for each program age-group category within center-based CDS programs and a sample representative developmental activity schedule for each FCC home.

d. Documentation of serious accidents or occurrences within CDS programs.

e. Program assessment report from the DAT.

2-14. Operational records

a. The following CDS data will be collected and maintained continuously to allow reporting capabilities by program and cumulatively:

(1) Fiscal data such as budget projections, documentation of income or expenditures and contracts.

(2) Personnel data such as documentation of staffing patterns and personnel actions.

(3) Attendance, enrollment, and utilization data.

(4) Results of the required facility and program regulatory inspections in order to complete DA Form 4841-R annually.

(5) Facilities maintenance requests and followup.

(6) Food service data and USDA reimbursement documentation, if applicable.

(7) Data required to complete annually a DA Form 5246-R (Child Development Services (CDS) Report (RCS AG-895)).

b. Child placement data must be centrally available for all CDS programs in order to maintain current CDS child space vacancy listings for patron referral, program monitoring for ratio and group size, and FCC home group composition compliance.

c. Documentation of staffing patterns and daily activity reports per local requirements will be maintained by center-based CDS programs.

d. FCC home and provider certification data, including the status of those homes and individuals being processed, will be maintained by the quarters-based CDS system.

e. The CDS coordinator will develop and/or approve SOPs concerning all CDS supplemental outreach options.

Section IV
Reporting Requirements

2-15. General

The reporting requirements in this section apply to all programs within CDS.

2-16. Patron reporting requirements

All patrons or users of CDS programs will submit or make available information required for admission and care of their child during the period the child is enrolled in a CDS program.

2-17. CDS operational reporting requirements

Personnel will submit or make available to the command, MACOM, or HQDA any data or records required to be kept and maintained under this regulation.

a. General

(1) CDS personnel will notify the command of the need for significant administrative, program, or facility changes.

(2) CDS personnel will notify regulatory proponents concerning—

(*a*) Results of inspections.

(*b*) FCC certification denials, suspenses, or revocation.

(*c*) Financial and operational concerns.

(*d*) Serious child injuries, illnesses, and accidents.

(*e*) Outbreaks and cases of communicable diseases.

(*f*) Suspected cases of child abuse.

(*g*) Fire and other drills.

(*h*) Incidents that portray a perceived or bonafide threat to the facility's security.

b. DA Form 5246-R. The installation/community CDS coordinator will prepare an annual report (DA Form 5246-R) to provide management information to commanders and supervisors responsible for CDS operations.

(1) DA Form 5246-R—

(*a*) Summarizes the status of installation CDS programs.

(*b*) Provides information on funding, staffing, programs, services, volunteers, facilities, and population served.

(2) DA Form 5246-R will be reproduced locally on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation.

(3) DA Form 5246-R is composed of three sections—

(*a*) Section I—Child Development Services (CDS) Summary Center-Based and Quarters-Based Systems.

(*b*) Section II—Child Development Services (CDS) Center-Based System.

(*c*) Section III—Child Development Services (CDS) Quarters-Based Family Child Care (FCC) Home system.

(4) All sections will be completed each year and will cover the period 1 October through 30 September.

(5) Two copies of the report will be forwarded through command channels to arrive at the MACOM not later than 45 days after the end of the reporting period.

(6) MACOM staff will prepare and forward a summary of MACOM data and a copy of each installation DA Form 5246-R to HQDA(DAAG-PSY), ALEX VA 22331. The form is to arrive not later than 75 days after the end of the reporting period.

c. DA Form 4841-R. The installation CDS coordinator along with proper regulatory proponents will prepare an annual report (DA Form 4841-R) for each facility housing center-based CDS programs and each FCC home.

(1) DA Form 4841-R will be used to—

(*a*) Verify installation CDS program compliance with DOD and Army minimum standards for child care.

(b) Approve installation participation in the USDA Child Care Food Program.

DA Form 4841-R includes minimum standards for programing, fire, health, safety, structural systems, nutrition, and program management.

(2) DA Form 4841-R will be reproduced locally on 8½- by 11-inch paper. A copy for reproduction purposes is located at the back of this regulation. Pages 1 and 2, 3 and 4, 5 and 6, 12 and 13, 14 and 15, 19 and 20, 26 and 27, are to be printed head to foot. All additional pages are to be printed face only.

(3) DA Form 4841-R is composed of the following two sections:

(*a*) Section I—Child Development Services (CDS) Center-Based System.

(*b*) Section II--Child Development Services (CDS) Quarters-Based Family Child Care (FCC) Home System.

Each section contains CDS minimum standards, a minimum standard corrective action plan, and USDA program data.

(4) All sections will be prepared each year and will cover the period 1 October through 30 September.

(5) Section I will be completed using individual forms for each CDS facility.

(6) Two copies of Section I will be forwarded through command channels to arrive at the MACOM not later than 45 days after the end of the reporting period.

(7) Two copies of Section II attachments: Cover Sheet, compliance verification sheets for policy and program management areas, Quarters-Based Family Child Care (FCC) Home System Corrective Action Plan, and the USDA program data (if applicable) will be forwarded through command channels to arrive at the MACOM not later than 45 days after the end of the reporting period. Section II compliance verification sheets for health, food and nutrition, developmental programing, safety, facility minimum standards, and accompanying corrective action plan for individual FCC homes will remain on file at the installation/community unless requested by MACOM or DAAG-PSY on an exception basis.

(8) MACOM CDS staff will prepare and forward a summary of MACOM data and installation copies of DA Form 4841-R Section I attachments: Cover Sheet, Program Facility Corrective Action Plan, and USDA Program Data (if applicable); DA Form 4841-R Section II: Cover Sheet, FCC System Corrective Action Plan, and USDA Program Data (if applicable) to HQDA(DAAG-PSY), ALEX VA 22331, to arrive not later than 75 days after the end of the reporting period.

(9) DAAG-PSY will inform the installation commander, through command channels, of approval or disapproval for USDA Child Care Program initial enrollment and annual renewal. Approved installations

will apply to the designated State agency or Regional Food and Nutrition Services, USDA, submitting DA Form 4841-R as the authorizing document per USDA and HQDA reciprocal agreement.

(10) DA Form 4841-R may be referred to the Inspector General as a specific item of inquiry and will be used, upon request, to verify to the Assistant Secretary of Defense (MRA&L) and the Defense Audit Service that installation/community CDS programs are operating in compliance with DOD and Army standards and guidelines.

d. CDS information paper. CDS personnel will keep the command apprised of the status of installation/community CDS programs. The CDS coordinator will maintain an updated information paper, describing installation/community CDS programs. This paper can be used by installation, MACOM, and HQDA staff in preparation for briefings and site visits. The information paper should be written using the format in figure 2-2. Data from the DA Form 5246-R and DA Form 4841-R will be used to support the narrative.

e. USDA report. Personnel will comply with USDA reporting requirements, as applicable.

2-18. FCC provider reporting requirements

a. The FCC provider must notify the FCC director of the following administrative changes affecting certification:

(1) Child vacancy space.

(2) The need for long term substitute and emergency care.

(3) Change of address.

(4) Change of telephone number (including unlisted number).

(5) Marital change.

(6) New household member or change in number of household members.

(7) Documentation of monthly fire drills.

(8) Child accidents that require outside medical attention.

(9) Suspected cases of child abuse.

(10) Building modification.

(11) Termination of FCC provider child care services.

b. The FCC provider will submit or make available to the FCC program director any records required to be kept and maintained under this regulation.

2-19. CDS reporting requirements to parents.

CDS personnel will supply parents with appropriate information relating to the following circumstances:

a. Notification of medical emergency. Personnel will notify parents as soon as possible of any emergency that requires the child to have medical attention.

b. Notification of communicable diseases. Personnel will attempt to notify all parents as soon as possible whenever a communicable disease has been introduced into the FCC home or child development center.

c. Notification of acute illness. Personnel will notify parents to determine a care plan for a child who becomes ill while at the FCC home or child development center.

d. Notification of unusual occurrence. Personnel will notify parents on a daily basis of any occurrence such as minor injury, biting, extreme behavior changes, and major developmental accomplishments involving their child.

e. Notification of excursions. Personnel will attempt to inform parents before any planned excursions or occasions when the children will be taken off the premises in vehicles. This will be done regardless of the general permission for excursions granted prior to a child's admission to care.

f. Availability of information about care. Personnel will make available to parents information requested concerning operation of the CDS program or the care of their child within a CDS setting.

g. Notification of change in caregivers or FCC providers.

(1) Center-based personnel will notify parents of major changes in caregiving and management staff particularly those involving child's primary caregiver.

(2) The FCC provider will inform the children's parents of the names of any approved assistants or substitutes who might provide care for their children.

(3) The FCC provider should give parents of children in care a 2 week notice pending termination of provisions of FCC services.

Family Child Care Certification

HAVING SATISFACTORILY MET ALL REQUIREMENTS AS OUTLINED IN AR 608-10

_____

IS HEREBY AUTHORIZED TO OPERATE A

Family Child Care Home

IN QUARTERS _____

AS A PART OF THE _____ FAMILY CHILD CARE HOME SYSTEM

HOME CATEGORY:

AGE GROUP COMPOSITION:

RESTRICTION/EXCEPTIONS:

_____
CDS Coordinator

Date of Issue: _____
Valid for three years from date of issue

_____
Installation/Community Commander

Figure 2-1. Sample FCC certification document

CDS INFORMATION PAPER OUTLINE

I. INSTALLATION DATA

A. Location
B. CDS Mission Related Specific Requirements and Services
C. CDS Patron Population Demographics

1. Sponsor (military and civilian)
2. Sponsor grade usage patterns
3. Sponsor family structure, i.e. sole parent, active duty couples
4. Off-post patron usage

D. Proponent Agency for CDS

II. CDS NETWORK

A. Systems and Services

1. Center-based Care
2. Quarters-based Care
3. Supplemental/Outreach Options
4. Trends

B. Programs Types (Full Day, Part Day, Hourly):

1. Ages Served
2. Child Space Capacity
3. Average Daily Attendance
4. Unmet Demand

III. PERSONNEL

A. Positions
B. Organization
C. Funding Source
D. Training Initiatives
E. Trends

IV. FACILITIES

A. Description (Number, Condition, Adequacy)
B. Renovation Efforts
C. Programed New Construction

V. FUNDING

A. Appropriated Fund Support
B. Patron Fee Structure
C. Other Sources (USDA, United Way, Fund Raising, Donations)
D. NAF Subsidies
E. Trends

VI. PROGRAM STRENGTHS, INITIATIVES, RESOURCES, AND INNOVATIVE SERVICES

VII. PROGRAM NEEDS AND AREAS FOR DEVELOPMENT

Figure 2-2. Sample Outline for CDS information paper

Chapter 3
Program Management

Section I
Funding

3-1. General

a. CDS is established and operated as a Category III-B-2 morale, welfare, and recreation (MWR) activity. Appropriated funds (APF) support is authorized per AR 210-55. Nonappropriated funds (NAF) support is authorized per AR 230-1 and AR 210-55. NAF collected as patron fees and used in CDS are administered as part of the Category III-A morale support NAF instrumentality (NAFI). CDS programs offered should be funded to meet all DA standards.

b. CDS operations will use APF as authorized and institute reasonable patron fees and charges to insure a level of self-sustainment that reduces dependency on DA and MACOM NAF sources. This does not preclude installation commanders supplementing CDS operations from income generated by other local MWR activities where local conditions indicate.

c. APF resource requirements authorized by AR 210-55 for CDS will be considered with all other program requirements and contained in the annual Program Analysis Resource Review (PARR) submissions when priorities permit. NAF CDS resource requirements will be budgeted for in accordance with AR 230-1 and annual HQDA (DAAG-NF) Budget Letters of Instruction. Installation CDS program staff will provide input to this process.

3-2. Appropriated fund support

When activities listed below qualify in accordance with AR 210-55, chapter 3 and appendix C, APF will be used for—

a. Personnel assigned to CDS on a full-time, part-time, permanent, or temporary duty status, who perform executive control and essential command supervision. Also personnel in specialized positions who perform direct operational and day-to-day functions of those programs or activities. Positions such as coordinators, program directors, assistant program directors, lead caregivers, teachers, outreach workers, food service managers and operation clerks may qualify for APF support.

b. Education, training, travel, and transportation allowances for CDS personnel authorized APF support (e.g., training workshops and professional conferences).

c. Premium pay for official duties performed by APF civilian employees, after the normal 40-hour week, including holiday, night, or Sunday differential (e.g. extended operational hours for mission support requirements, chapel services, and command supported functions).

d. Custodial and maintenance services, to include manpower, supplies and equipment as may be provided by the installation/community engineer and public works department or contract. When establishing custodial contracts, special consideration will be given to the extensive health and sanitation program requirements and the number of hours that CDS facilities are in operation.

e. Common services of a protective or sanitary nature such as fire protection, physical security, veterinary and sanitary inspections as required by CDS minimum standards, and regulatory requirements. Common services such as sewage disposal, trash and garbage removal, snow removal and pest control as normally provided other building occupants.

f. Transportation of children, patrons, and CDS personnel in Government-owned vehicles. This is appropriate when such vehicles are available and the event for which appropriated support is requested satisfies the criteria of AR 58-1, paragraph 5-5.

g. Payment of utility services including heat, steam, water, gas, electricity, air conditioning, exhaust, and other utility services for facilities used primarily for CDS. This will also include purchase, installation, and maintenance of metering devices.

h. Communications services including—

(1) Electronic communications such as telephone, teletype, television, automatic voice network (AUTOVON), automatic digital network (AUTODIN), intercom public address systems, and other electronic devices required by CDS.

(2) Class A-2 telephone service for CDS coordinator and Class A-3 and C telephone services for center program directors and FCC program directors.

(3) Postal service, mail indicia, and postage for dispatch and handling of official mail.

i. Automatic data processing (ADP) to facilitate auditing operations, program compliance verification, records management, program information referral services, and data collection and analysis. The development of ADP systems must be coordinated with the installation automation management office and other base computer systems for compatibility, time, and space sharing.

j. Printing and reproduction work done by photo offset, lithography, printing presses, and other processes; photography, microfilming, formats and forms

development, and graphics as required for program operations and promotional activities.

k. Expendable supplies and material required in daily CDS operations that are consumed and lose their identity and dropped from accountability. Examples are stationary and office supplies, magazine binders, housekeeping supplies, fuels, and program materials such as paper, crayons, scissors, puzzles, books, records, games, and arts and crafts supplies.

l. Purchase, maintenance, and repair of equipment; child materials such as toys, program equipment, and curriculum resources; tools; furniture; and fixtures required for operation of CDS. This also applies to maintenance of Government-owed equipment on loan to CDS and to items acquired with NAF that have been recorded as APF property on the installation property book in accordance with AR 230-1.

m. Shipping of supplies, fixtures, furnishings, and equipment purchased with APF, and household items shipped for civilian employees paid with APF.

n. Minor construction, repair, and maintenance of facilities, including associated architectural and engineering services.

o. Construction (investment) or nonoperating expenses including—

(1) Architectural, engineering, industrial, and interior design and decoration services required for construction, alteration, or repair of real property facilities.

(2) Major construction to include erection, installation, or assembly of a new facility; or the addition, expansion, conversion, replacement, or relocation of an existing facility. This includes equipment installed in and made a part of such facilities and related site preparation, landscaping, and other land improvements.

p. Emergency procurement. (See AR 37-103-1 for use of imprest funds.)

q. Commercial activities (CA). (See DA Circular 235-1 for detailed discussion on commercial activities.)

r. Services provided by installation agencies including central accounting and civilian personnel.

s. Contractual services including—

(1) Janitorial, cleaning, and other custodial services to supplement engineer maintenance or to perform special custodial functions.

(2) Rental of uniforms, protective clothing, work garments, equipment, films, furnishings, and book rental plans.

(3) Transportation for special CDS projects and routine activities, transfers from one program location to another when destinations exceed mileage limitations set for the use of military vehicles or when military vehicles are not available.

(4) Periodicals, exhibits, displays, royalty fees, training, reference and promotional materials, and audiovisual activities.

(5) Maintenance of office, kitchen, and laundry equipment when procured from APF or when procured with NAF if the title has been transferred to the Government.

(6) Other services such as operating expenses for automation, accounting, reporting, pay and entitlements, financial management, procurement, and legal services.

3-3. Common table of allowances (CTA) authorizations

Specific equipment, supplies, materials, and furnishings that may be requisitioned with APF to support CDS operations are listed in CTA 50-970. CTA 50-970, appendix A, is a guide for buying certain expendable items where it is impractical to compile meaningful basis of issue.

3-4. NAF support

NAF may be used within CDS to augment and supplement APF. APF personnel, services, and supplies should be provided first where they are specified. Contracting with NAFIs for services authorized to be supported with APF should only be effected when direct support cannot be provided. NAF support is authorized for the following expenditures:

a. Off-duty hire of enlisted personnel on a part-time NAFI employee status to support essential CDS operations.

b. Other NAFI employees to supplement services of APF personnel in the overall operation of CDS activities.

c. Training, travel, and transportation of CDS personnel paid from NAF.

d. Contractural services to supplement those supported by APF.

e. Communications and postal services.

f. Purchase, maintenance, and repair equipment when APF and services cannot be provided in accordance with AR 210-55, including all costs for equipment related to sales and services.

g. Purchase of operational supplies, tools, equipment, and materials related to resale, rental, and merchandising activities.

h. Shipment of goods and equipment purchased with NAF.

i. Construction, repair, and maintenance of facilities and equipment when APF are not available (AR 210-55).

j. Custodial services.

k. Other operating expenses authorized by AR 210-55.

l. Minor incidental expenditures not to exceed $150 ($300 under emergency conditions) may be made from designated NAF petty cash in accordance with AR 230-65 and DA Pam 27-154. Petty cash funds will not

be used to circumvent regulations regarding purchase orders for normal items of supply and equipment.

3-5. Patron fees and charges

Reasonable CDS user fees to include registration fees and miscellaneous charges are authorized. Contributions, gifts, or donations may be accepted when offered in accordance with AR 230-1 and AR 1-100.

a. General criteria. The following considerations should be addressed before establishing fixed fees and charges:

(1) The financial capability of eligible military personnel and their family members to patronize CDS programs.

(2) Adquacy of APF support for CDS.

(3) Unusual service requirements such as local NAF wage scale, available labor pool, and unique mission-related CDS responsibilities.

(4) Costs comparison of collecting, controlling, and administering fees and charges for a given activity with the potential income that can be generated.

(5) Fee structures of other military child care operations (Army, Air Force, Navy, Marine Corps) when located in the same general area.

(6) Fee structures within comparable adjacent civilian operations.

(7) Availability of comparable adjacent civilian operations.

b. Fee structure.

(1) Fees and charges for all center-based CDS program services will be established locally and be consistent with the overall operational goals of the Installation Morale Support Fund (IMSF) as determined by the installation/community commander.

(2) Fees for CDS quarters-based services will be determined by the FCC provider and the user parent. However, guidance concerning FCC fee ranges (upper and lower limits) should be provided by the FCC program director.

(3) Center-based fee schedules will be reviewed semi-annually and should reflect the following guidance.

(*a*) User fees and charges should be established within a price range that is affordable to eligible sponsors.

(*b*) Fee structures should reflect comparable quality of service among all CDS programs.

(*c*) Graduated fee schedules for full-day care and before and after school care are encouraged. User fees should be based on total family income, which incorporates both rank and family financial circumstances as factors. Data gained from USDA Child Care Food Program enrollment forms may be used as a basis for total family income determination and verification.

(*d*) Fees for hourly services may be a flat rate, follow full-day service rate guidance, or be based on rank.

(*e*) Fees for CDS programs should generally represent a 10 to 20 percent price advantage over local civilian rates for like services. In instances where there are limited or no similar operations in the community (i.e., full-day infant/toddler center-based care, hourly care for all ages) or cost of services is extreme due to labor intensity, the price percentage advantage may be increased to assure accessibility of care.

(*f*) Fees for more than one child per family should not be reduced to such an extent that they lower the quality of service and substantially increase the fees for patrons with one child.

(*g*) Fees and charges for children of installation volunteers should be reimbursed.

(*h*) Registration and miscellaneous fees and charges must be presented as part of the rate schedule.

(*i*) Fees for children enrolled in full-day and part-day programs should be collected in advance of services rendered. Patron refunds for child absenteeism and official holidays should be permitted only under specific circumstances approved by the CDS coordinator.

(*j*) Annual registration fees are authorized per child or per family and are nontransferable to other installations/communities.

(*k*) Patrons will be notified of anticipated fee increases and the justification thereof, well in advance of implementation date.

(*l*) Bookkeeping practices should be simplified to eliminate excessive administrative labor costs.

3-6. Non-DOD funding

Various non-DOD Federal, State, and locally funded programs are available to provide limited financial reimbursement and subsidies. CDS program operations, if eligible, should apply for entry to these programs.

3-7. USDA Child Care Food Program funding

Financial support within CDS center-based and quarters-based systems for food service operations may be obtained by installations in CONUS, Alaska, Hawaii, and Puerto Rico through the USDA Child Care Food Program. Through an agreement with USDA, DAAG-PSY will approve all CDS programs and facilities for participation in the program. DA Form 4841-R will be used as the authorizing document in lieu of a State inspection. USDA funds cannot be used to reimburse APF salaries.

3-8. Contracting CDS activities (CA and all other contracts)

a. All CDS operations being considered for contracting are subject to review under the Army Commercial Activities Program according to DA Circular 235-1.

b. All performance work statements and cost and management studies will be prepared in direct coordination with the installation CDS coordinator.

c. MACOM and installation/community commanders must insure that the prototype statement of work developed by HQDA(DAAG-PSY) is used as a guide in preparing installation performance work statements.

d. MACOM CDS representatives will review all solicitation packages to insure contract compliance with this regulation.

e. Information copies of all contracts for management and operation of CDS activities will be provided to HQDA(DAAG-PSY).

Section II
Personnel

3-9. General

CDS personnel discussed in this regulation include managerial, administrative, supervisory, center-based caregivers, FCC providers, and support personnel required to provide a full range of services that reflect installation/community requirements for CDS. (See fig 3-1.)

3-10. Personnel criteria

a. CDS staffing will reflect program requirements to support services offered. All personnel will possess the skills and training required to perform their duties.

b. There will be no conviction of, admission to, or evidence of, an act of child battering, child abuse, child molestering, child neglect, or use of illegal drugs by any person working within a center-based program, operating as an FCC provider, or living in an FCC home.

c. Any person working within a CDS program or residing in an FCC home may not use alcohol or drugs so that the effects are apparent while children are in their care.

d. Caregivers and FCC providers must be able to speak, read, and write english to the extent that they are able to execute health and safety directives. They must be able to implement developmental activities for children effectively.

e. Personnel assigned to supervisory positions will possess sound judgment and strong human relations skills.

3-11. FCC provider and family criteria

The following will be required in addition to personnel criteria in paragraph 3-10:

a. The FCC provider must be at least 18 years of age and reside in Government housing.

b. The FCC provider may not hold another job, either full- or part-time, during the hours an FCC home is in operation. Operations of other businesses on the premises such as sewing, sale of cosmetics, jewelry, cleaning agents, household items, and insurance will not occur while children are in care.

c. Adult family members and individuals regularly present in the FCC home during hours in which care is provided will be stable, responsible, mature, and of good reputation.

d. The spouse of the FCC provider and all other family members residing in the home and in contact with children under care will approve of the service being offered.

3-12. Management CDS personnel

a. CDS coordinator. A professional CDS coordinator will be provided to coordinate and manage all CDS operations at each installation/community. CDS coordinator responsibilities include—

(1) Applying professional knowledge of child development principles to interpret CDS philosophy and policy in a manner that insures developmental programming for all CDS operations.

(2) Coordinating both center-based and quarters-based systems including overall supervision of individual CDS program services.

(3) Insuring compliance of all installation CDS programs with regulatory requirements.

(4) Establishing effective working relationships with command, staff, agencies, and military and local civilian professional counterparts.

(5) Maintaining a communitywide CDS information and referral program to insure that unit commanders, their staff, and all military personnel and their families are aware of services offered.

(6) Developing installation/community policies and SOPs for CDS programs.

(7) Supervising CDS program directors and monitoring quality of direct services.

(8) Coordinating management of funds and resources to include developing annual budget for all CDS programs.

(9) Coordinating and approving initiation, organization, and content of CDS programs.

(10) Initiating, reviewing, and approving personnel actions for CDS programs including recruitment, selection, and evaluation.

(11) Establishing staff training programs to meet overall CDS program and regulatory requirements.

(12) Collecting and analyzing data to determine adequacy and effectiveness of all CDS programs.

(13) Providing technical assistance for CDS supplemental/outreach child care options.

(14) Monitoring CDS supplemental/outreach child care options to insure regulatory compliance.

(15) Developing a plan for organizing, using, and training of volunteers in support of CDS programs.

(16) Assessing CDS facilities requirements and, in conjunction with the facilities engineer, developing a

master plan for a system of CDS facilities based on projected CDS requirements.

b. Program directors. A program director will implement and manage each center-based CDS program having an average daily attendance of 100 or more children. Positions may include a full-day program director, part-day activities (preschool, school age, and other) program director, hourly care program director, and each is under the supervision of the CDS coordinator. Each separate facility (regardless of size) will have an on-site program director. Programs within a single facility may be supervised by a single program director provided the average daily attendance of the combined programs does not exceed 100 children. Program directors responsibilities include—

(1) Applying professional knowledge of child development principles to implement CDS policies in a manner that insures developmental programing for services offered within the program.

(2) Carrying out existing procedures, policies, and regulatory requirements.

(3) Developing cost efficient and effective operational procedures.

(4) Identifying program resource requirements and providing CDS budget input to include manpower, supplies and equipment, and expenditures required for program and facility operation and maintenance.

(5) Insuring that the program complies with regulations governing the use of APF and NAF.

(6) Identifying personnel requirements and initiating all required personnel actions to include recruitment, hiring, placement, promotions, awards, evaluations, and dismissals.

(7) Planning, coordinating, and supervising the activities of direct care and support personnel.

(8) Identifying personnel training needs and providing inservice training to insure specific program requirements can be implemented.

(9) Using and supervising volunteers in a manner that recognizes individual capabilities and expertise.

(10) Collecting data and maintaining accurate and up-to-date records.

(11) Providing service-generated statistical data for planning and reporting purposes.

c. Assistant program directors. Assistant program directors will be provided in center-based CDS programs with an average daily attendance in excess of 100 children or where operating hours are in excess of 40 hours per week. Responsibilities will include assisting and substituting for the program director.

d. Food service manager. A food service manager should be provided to develop and implement a CDS food service program. Responsibilities include—

(1) Planning menus that meet USDA requirements for all aspects of the programs and populations served.

(2) Preparing and serving meals and supplements and supervising all food service personnel.

(3) Providing for purchase, delivery, storage, and inventory of food stuffs and food service supplies and equipment.

(4) Insuring food service procedures are economical and efficient.

(5) Providing budget input to include manpower, supplies, equipment, and food expenditures required for operation of the food program.

(6) Collecting and maintaining data required to support resource allocations and to meet USDA requirements.

(7) Supervising the food service and custodial staff to assure good health and sanitation procedures in compliance with food handling, preparation, and service regulations.

(8) Providing nutrition training to CDS staff and parents.

(9) Assisting caregivers and teachers in planning and participating in child program activities related to food preparation and nutrition education.

e. FCC director. An FCC program director will implement and manage the CDS quarters-based FCC system. FCC program director responsibilities include—

(1) Applying professional knowledge of child development principles to implement CDS policies in a manner that insures developmental programing practices within the FCC quarters-based system.

(2) Establishing FCC certification procedures in accordance with regulatory guidance.

(3) Carrying out existing procedures, policies, and regulations.

(4) Developing economical and efficient operating procedures.

(5) Identifying program resource requirements and providing CDS budget input to include manpower, supplies, equipment, and expenditures required for program operation.

(6) Providing outreach services to FCC providers.

(7) Identifying FCC provider training needs and providing inservice training to insure FCC program requirements can be implemented.

(8) Hiring, training, and supervising outreach and support staff.

(9) Using and supervising volunteers in a manner that recognizes individual capabilities and expertise.

(10) Collecting data and maintaining accurate and up-to-date records.

(11) Providing service-generated statistical data for planning and reporting purposes.

(12) Implementing monitoring procedures for FCC homes to insure regulatory compliance.

f. FCC outreach worker. Outreach workers will be provided in a CDS quarters-based FCC system that is comprised of more than 30 FCC homes. Responsibilities

will include monitoring, training, and outreach services with each outreach worker having a caseload of no more than 40 homes.

3-13. Direct services CDS personnel

a. Teachers. Teachers will be provided in part-day center-based preschool programs, and full-day center-based preschool age programs where duties and the adult/child ratio (1:15) require such staffing. Teachers may be used for infant, toddler, and school age groups in lieu of lead caregivers. In such instances, the required age group category adult/child ratios will apply. Responsibilities will include—

(1) Preparing courses of instruction and lesson plans for child activities.

(2) Providing development enhancing activities for children.

(3) Employing teaching methods and techniques proper for child age group category served.

(4) Insuring program schedules and activities are responsive to needs, interests, and abilities of each child.

(5) Selecting program materials appropriate to interest, abilities, and developmental needs of the children served.

(6) Arranging child activity space to support developmental programing and management practices.

(7) Role modeling communication and interaction skills for children, caregivers, parents, and support staff.

(8) Role modeling child guidance techniques for caregivers, parents and support staff.

(9) Insuring program provides equal opportunities for all children regardless of race, sex, creed, or national origin.

(10) Offering parent education and involvement opportunities such as parent conferences, written communications, and special events.

(11) Preparing topical presentations for caregiver, parent, and support staff workshops and inservice training.

(12) Providing first-line supervision of caregivers or aides to include assignment of duties, training, and evaluation.

(13) Maintaining records on individual children and groups as needed.

(14) Carrying out additional management duties relating to operating the program as specified by the program director.

b. Lead caregiver. A lead caregiver will be provided to supervise each full-time and hourly age-group category in center-based programs. Responsibilities will include those of caregiver personnel and the following—

(1) Supervising caregiver personnel assigned to age-group activity spaces to include assignment of duties, training, and evaluation.

(2) Insuring development enhancing activities are provided to children within the age group supervised.

(3) Selecting program materials appropriate to interests, abilities, and developmental needs of children served.

(4) Arranging child activity space to support developmental programing and management practices.

(5) Establishing a climate where children and adults interact constructively in a group setting.

(6) Working with families to provide continuity between the home and program.

(7) Role modeling child guidance techniques for caregivers, parents, and the support staff.

(8) Insuring program provides for equal opportunities for all children regardless of race, sex, creed, or national origin.

(9) Maintaining records on individual children and groups.

(10) Carrying out additional management duties relating to operating the program as specified by the program director.

c. Caregiver and FCC provider personnel. Caregivers and FCC providers who are competent and trained will be available to maintain adult/child ratios required by this regulation and provide direct developmental care services to children. Responsibilities include—

(1) Implementing indoor and outdoor program activities that support children's physical, social, emotional, and intellectual development.

(2) Encouraging children's curiosity, problem solving, and task attainment.

(3) Role modeling communication and interaction skills for children.

(4) Extending children's knowledge of concepts appropriate to their developmental levels.

(5) Recognizing individual differences in children and responding to their individual needs.

(6) Providing for children's daily routines such as meals, snacks, toileting, and rest periods.

(7) Providing for physical safety and well-being of children.

(8) Administering minor first aid and carrying out emergency measures in case of illness, accidents, or fire.

(9) Communicating with parents regarding the child's daily experiences within the program.

3-14. CDS support personnel

a. CDS administrative staff. Administrative assistants, operations clerks, and receptionists will be provided to support the CDS coordinator and center-based program directors as required. Responsibilities include—

(1) Providing telephonic and on-site information and referral services.

(2) Typing general correspondence.

(3) Performing receptionist duties.

(4) Collecting data and maintaining children's records and program files.

(5) Gathering and recording data required for reporting purposes.

(6) Preparing and submitting required reports.

(7) Coordinating employee annual and sick leave.

(8) Preparing and submitting purchase orders.

(9) Maintaining inventory and property books.

(10) Collecting and depositing cash receipts and maintaining daily activity records.

(11) Preparing and submitting work orders for maintenance and repair.

b. Food service workers. Food service workers will be provided to assist the food service manager in performing required work.

c. FCC clerical support. Clerical support will be provided to assist the FCC program director within the quarters-based FCC system. Responsibilities include—

(1) Compiling, processing, maintaining, and updating provider records.

(2) Maintaining listings of available child care spaces within FCC homes.

(3) Providing information and referral services.

(4) Communicating with FCC providers and patrons.

(5) Typing general correspondence.

(6) Preparing and submitting required reports.

(7) Gathering and recording data required for reporting purposes.

(8) Assisting in implementing and maintaining a toy and equipment lending operation.

3-15. Volunteers

a. The CDS coordinator should develop a plan for using and training regularly scheduled volunteers within CDS programs.

b. Volunteer services may be used to perform duties within CDS that are not subject to classification by Office of Personnel Management (OPM) under the 5 USC 5101 through 5515, Classification Act. Volunteers may not be assigned any tasks or duties that in anyway circumvent the Civil Service System. Questions pertaining to position classification should be submitted through the installation/community civilian personnel office, to the Office of Personnel Management, 1900 E Street, NW, Washington, DC 20415, for review. Examples of authorized volunteer duties are as follows:

(1) Administrative duties—committee or advisory council membership; participation in program planning and evaluation; development of child activity and staff resource materials when working under the direction of or in partnership with CDS personnel.

(2) Direct services—supplementing staff for program enrichment in child program activities and staff training efforts when duties are supervised by qualified CDS personnel.

c. Volunteers will be interviewed by appropriate CDS management personnel and assigned duties commensurate with interest and abilities.

d. Volunteers may not serve as final program planning or policy setting authority.

e. Volunteers may not be used to meet adult/child ratios and must not at any time be left alone to supervise a group of children.

f. Regularly scheduled CDS volunteers must meet CDS personnel criteria (para 3-10), staff health requirements (para 4-27), and CDS volunteer training requirements (para 3-19*c*).

g. The CDS coordinator or designated program director has the authority to waive health and training requirements, and personnel criteria for parents, community resource personnel, and others serving in a volunteer capacity on an occasional basis such as holiday celebrations and field trips.

h. Regularly scheduled CDS volunteers should be processed through the ACS Volunteer Corps structure and will be considered as ACS volunteers for support purposes. (See AR 608-1, chap 3, sec II, III, and IV.)

i. The CDS coordinator will attend ACS Volunteer Coordinating Committee meetings as required.

3-16. Program guidance

a. CDS coordinators will receive written and oral policy guidance from a designated representative of the commander (i.e., the Deputy for Personnel and Community Activities (DPCA), the Chief, Personnel Services Division (PSD), or ACS Officer).

b. All program directors will receive written and oral program and policy guidance from the CDS coordinator on a continuing basis.

c. Assistant directors and outreach workers will receive written and oral program and policy guidance from their respective program directors on a continuing basis.

d. Caregivers and teachers will receive written and oral program and policy guidance from CDS supervisory personnel on a continuing basis.

e. FCC providers will receive written and oral program and policy guidance from the FCC program director or FCC outreach worker on a continuing basis.

f. Volunteers will receive written and oral program and policy guidance from the CDS coordinator or program director using their services.

Section III
Personnel Training

3-17. General

a. All CDS personnel will receive training to insure execution of their duties and responsibilities at a level supportive of program objectives.

b. Appropriate resources, including DOD Manual 6060 series, books, publications, and audiovisual materials that support CDS center-based and quarters-based programing and administration will be available to all CDS personnel.

c. Program directors will routinely interact with children and role model program activities procedures as an element of ongoing staff training.

d. Center-based caregiver personnel will use staff training materials and plan and prepare activities for assigned areas during daily child nap and rest periods.

e. Membership in national and local early childhood professional organizations and participation in training opportunities offered by these groups will be encouraged.

3-18. Professional training

a. MACOM and installation/community CDS coordinators will have primary responsibility for providing direct training to CDS personnel and should attend—

(1) The ACS/CDS Management Course.

(2) CDS training workshops sponsored by DAAG-PSY and DOD.

b. Installation program directors will supplement CDS caregiver training provided by the CDS coordinator and should attend—

(1) The ACS/CDS Management Course.

(2) At least one professional training session per year dealing with developmental programing and administration related to their specific program type. Attendance at CDS training workshops sponsored by DAAG-PSY and DOD is strongly encouraged.

3-19. Paraprofessional training

a. Caregivers. The CDS coordinator and program director will establish and conduct a staff training course that gives center-based caregivers (without a nationally recognized child development credential appropriate for the age of the children cared for) 38 hours of specialized instruction during the first 6 months of employment.

(1) Training topics will be related to caregiver assignment and will be selected from the subject blocks indexed in figure 3-2.

(2) Training will be documented in the employee's personnel file. Prior hours of training may be substituted at the discretion of the CDS coordinator if the training falls within approved topics and can be verified by the issuing school, agency, or program.

b. FCC providers. The CDS coordinator and FCC program director will set up and conduct FCC training sessions totaling a minimum of 24 clock hours annually. Training topics will include child growth and development, child health and nutrition, developmental programing, recordkeeping, discipline techniques, parent relations, regulatory compliance, and other subjects as determined by the CDS coordinator and FCC program manager.

c. Volunteers. The CDS coordinator will insure that regularly scheduled volunteers who provide direct services to children will participate in caregiver program orientation training and attend CDS personnel inservice training sessions as applicable.

3-20. Inservice training programs

Training will follow ongoing inservice CDS training guidelines established by the DAAG-PSY. This training will be based on the needs of individuals within CDS programs to carry out specific duties assigned. Inservice training will include the following:

a. Program orientation. All newly hired center-based caregiver staff will receive at least 2 hours of on-site orientation during the first week of employment. FCC providers will attend at least 8 hours of orientation as part of the FCC certification process. The orientation will address—

(1) The appropriate regulations and CDS directives and their supplements.

(2) Child growth and development.

(3) Child program activities.

(4) Child activity spaces.

(5) Child guidance techniques.

(6) Child health and nutrition.

(7) Safety and emergency procedures.

(8) Parent and public relations policies.

b. First aid. All CDS personnel will complete a beginners first aid training course approved by the health consultant. Full-time and regularly scheduled center-based staff will complete such training within 60 days of employment. FCC providers will complete such training before FCC certification.

c. Administering medication. Designated center-based caregivers and all FCC providers will receive training in administering medication to children and related topics (e.g., dosage precautions and side effects) deemed appropriate by the health consultant before provision of services.

d. Developmental programing. Ongoing training covering operational procedures and use of resources designed to foster and support children's physical, intellectual, and socio-emotional capabilities will be provided to all levels of center-based CDS caregiver personnel. Training will be related to CDS program or age group assignment and the employee's competency level. Topics for training may be selected from, but are not limited to, subjects referenced in CDS Staff Training Subject Blocks Index (fig 3-2).

e. Specialized training.

(1) Center-based receptionists, operations clerks, and caregiver staff who are directly involved with child admissions will receive additional training in—

(*a*) Relating effectively to parents.

(*b*) Relating to command representatives and the general public.

(*c*) Recognizing common communicable childhood diseases and illnesses.

(2) Center-based food service personnel will receive training in child nutrition needs, menu planning, food handling, food preparation, and food sanitation practices that comply with AR 40-5 and USDA food service guidelines.

(3) In coordination with preventive medicine activity, all CDS staff working directly as food service personnel, will have education and training in the principles and practices of food-borne disease control, environmental sanitation, and USDA food service guidelines.

f. Child abuse identification. All caregivers and FCC providers will be trained in procedures for identifying and reporting suspected cases of child abuse and neglect.

3-21. Staff meetings

All regularly scheduled center-based personnel will participate in scheduled group meetings for the purpose of staff training, resolving personnel problems, assessing program strengths, and remediating inadequacies. Such meetings will be held, as a minimum, monthly. Intermittent staff should attend when resources and scheduling permit.

3-22. FCC provider association

The organization of an FCC provider association that can function as a peer support system is strongly recommended. Any such private association that operates on the installation must comply with AR 210-1.

Section IV
Community Relations

3-23. Program publicity

a. The CDS coordinator will develop a plan to promote and publicize the programs offered within CDS.

b. Command, staff, service members, and their families should be aware of services offered and the location of CDS program facilities. The CDS coordinator should coordinate with the installation public affairs officer to fully use information channels (e.g., post newspaper, command bulletins or information letters, Armed Forces Television Network). Publication of a CDS bulletin or information letter is authorized per AR 310-2. Signs publicizing CDS programs should be posted at conspicuous places such as the commissary and PX bulletin boards.

3-24. Public relations

a. The CDS coordinator will foster positive linkages between CDS programs and patrons, regulatory and support agencies, civilian and joint-Service counterparts, and the general public.

b. Efforts involving incorporation of family members caring for children within Government housing into the installation/community CDS quarters-based FCC system should be handled in a positive manner.

c. All CDS personnel will be responsible for projecting a positive public image and providing courteous patron service that is responsive to patron needs.

d. CDS personnel will accommodate individual needs of children and parents regarding special provisions for care as much as possible.

3-25. Councils and committees

Advisory and support groups should be organized to provide consumer input and patronage support upon recommendation of the CDS coordinator and with approval of the installation/community commander. These groups will include substantial parental membership and may include representatives of installation/community support and regulatory agencies (i.e., medical treatment facility, ACS, wives clubs, morale support fund). Meetings will be open to all community residents.

3-26. Government agencies, professional organizations, and civic groups

Federal, State, and local entities may provide supplemental funding and resources for staff training and program development and operations. Services and subsidies available may include—financial reimbursements; training opportunities; CDS subject matter publications; child vision, hearing, and speech screening; and grants for pilot programs. CDS management personnel will be responsible for identifying applicable resources and initiating and maintaining contacts with responsible agencies.

Section V
Parent Relations

3-27. Parent involvement

Parents are considered an integral part of CDS and will be encouraged to participate in significant aspects of any CDS program. This includes opportunities to—

a. Observe their children within the program setting.

b. Have daily contacts with CDS personnel including the child's primary caregiver.

c. Serve as a CDS volunteer.

d. Provide advisory input concerning administrative policies and developmental programing.

e. Participate in assessment through serving on the DAT.

3-28. Parent education

Parents will be encouraged to increase their understanding of CDS program philosophy and objectives in order

to reinforce the partnership between themselves and CDS personnel in the care of their children. CDS parent education programs must be initiated and will include the following:

a. Information and referral services.

b. Parent handbooks outlining policies and procedures.

c. Parental access to child development books and publications.

d. Opportunities for counseling services or discussion groups.

e. Parent conferences.

f. Communication linkages such as newsletters and bulletin boards.

INSTALLATION STAFFING PATTERNS
CHILD DEVELOPMENT SERVICES (CDS)

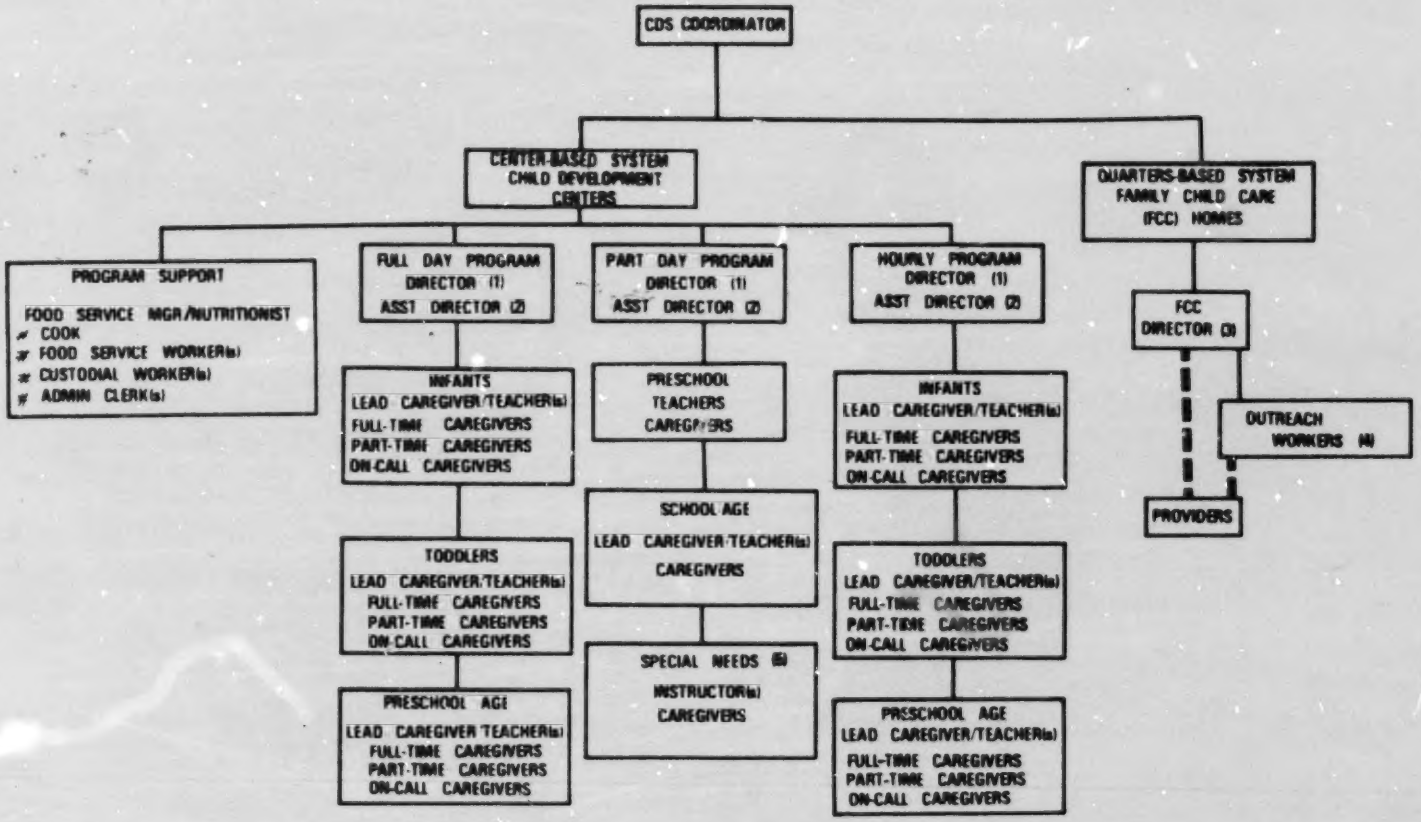

Figure 3-1. Sample installation staffing patterns

CDS TRAINING SUBJECT BLOCK INDEXES

1. Administration and Supervision.
2. Army Functional File System.
3. Child Development Norms/Principles.
4. Child Health and Nutrition.
5. Child Safety Practices.
6. Curriculum Development for Infants.
7. Curriculum Development for Toddlers.
8. Curriculum Development for Preschool Age Children.
9. Curriculum Development for School Age Children.
10. Financial Management.
11. First Aid.
12. Food Service Techniques.
13. Identifying and Reporting Child Abuse.
14. Military Correspondence.
15. Parent Education.
16. Parent Involvement.
17. Personnel Management.
18. Space Utilization for Child Activity Areas.
19. Public Relations.
20. Preparing and Conducting Staff Training/Inservice Workshops.
21. Techniques in Working with Infants.
22. Techniques in Working with Toddlers.
23. Techniques in Working with Preschool Age Children.
24. Techniques in Working with School Age Children.
25. Volunteer Service Management.
26. Other Topics per Local Requirement.

Figure 3-2. CDS staff training subject index

Chapter 4
Program Core Requirements

Section I
Operational Requirements

4-1. General
Program core requirements are applicable to CDS center-based and quarters-based systems. The CDS coordinator and all program directors will meet on a regularly scheduled basis to assure coordination and implementation of CDS policies.

4-2. Child eligibility
a. Dependent children age 6 weeks–12 years (center-based) and 4 weeks–12 years (quarters-based) of sponsors meeting eligibility (para 1-5) are authorized admission to Army CDS programs.

b. If center-based care is provided, services will be available for all age groups beginning at 6 weeks of age where need exists.

c. Children with special needs will be accepted with recommendations of the CDS coordinator and the health consultant or social services advisor. However, resources must be available that enable the child to function successfully within the CDS program.

4-3. Limitations of service
No more than 11 hours of continuous care per child will be provided in any CDS program with the exception of services provided in extended hours FCC homes or circumstances approved by the CDS coordinator.

4-4. Liability
a. The responsibility for rearing children rests with parents. The Army does not function as the legal successor-in-interest to the children of service members. However, the Army will assist parents in discharging that responsibility during the times these children are enrolled in CDS programs. CDS programs, as alternative supplemental care options, must meet minimum CDS program and facility standards.

b. CDS personnel using private vehicles while transporting children must carry vehicle liability insurance.

c. FCC providers must be advised of personal liability for negligence in the operation of FCC homes and should carry personal liability insurance.

4-5. Mission support requirements after normal duty hours
a. All Army service members who have deployment or TDY responsibilities must make their own arrangements for child care.

b. CDS will support unit requirements for child care during training exercises and alerts to the extent possible. The CDS coordinator will assess installation/community and private sector resources and advise unit commanders of child care options appropriate to specific requirements. Such recommendations will reflect center-based budgetary constraints, the availability of extended care FCC homes, approved installation baby sitters, and ACS foster homes as well as available off-post options.

c. Service members required to have a family care plan will provide CDS personnel with an updated copy that will remain in the child's file. This information must include name, address, and telephone number of the individual named as custodian. CDS personnel will initiate contact with the individual named to confirm and clarify contingency procedures applicable for those periods when the child is enrolled in a CDS program.

4-6. Admission criteria
a. Registration requirements.

(1) Parents or guardians will complete and sign or provide a copy of the following forms for each child before the child is accepted in a CDS program:

(*a*) Child Registration Form (DA Form 4719-R).

(*b*) Sponsor Consent Form (DA Form 5222-R).

(*c*) Child Health Assessment (DA Form 5223-R).

(*d*) Child/Family Profile (DA Form 5224-R).

(2) Where applicable, the parents or guardians will submit the following:

(*a*) USDA Child Care Food Program enrollment form.

(*b*) Family care plan.

(*c*) Sponsor/Program Agreement (DA Form 5226-R).

(3) In cases where immediate emergency care must be provided due to family circumstances, the CDS coordinator will provide guidance to determine admission requirements.

(4) DA Form 5226-R will be used within the quarters-based FCC system and full-day and part-day center-based programs.

b. Child health requirements.

(1) Children accepted for care in CDS programs must—

(*a*) Be free of communicable diseases.

(*b*) Have documentation or record of all age-appropriate immunizations.

(*c*) Have had a health assessment completed by parents and medical support personnel within the past calendar year or within 30 days following enrollment.

(2) A waiver of the immunization requirement may be considered for religious convictions but should be approved by the chief, preventive medicine, or health consultant. Parents should be counseled that the child will be excluded from the program in the event of vaccine preventable communicable illness outbreak.

4-7. Initial admission procedures

a. Enrollment of children in any Army operated CDS program will be handled through a centralized CDS administrative structure. The parents will be interviewed by telephone or in person to determine which CDS program will best meet the needs of the child and family.

b. Potential FCC patrons will be informed of available vacancies that could meet their child care needs. Parents may deal directly with those FCC providers to whom they have been referred. Wherever possible, parents should be given several FCC provider referrals.

c. Parents will be informed of program policies including admission criteria, health requirements, developmental activities, transportation, notification criteria, hours of operation, fees, parental access to program, and parental responsibilities.

d. Before enrollment, parents will be offered an opportunity to tour child activity spaces within CDS facilities and FCC homes.

e. Before enrollment in full-day or part-day center-based programs, the child will be seen and interviewed or observed by CDS personnel.

f. Written CDS program policies will be available to parents and the general public.

g. Upon admission to any CDS program, a parent will have the option to remain with the child until both feel comfortable with the program. The child will be told as much about the service being planned as he or she can understand.

4-8. Daily admission and release procedures

a. Parent access. Children enrolled in all CDS programs will be delivered directly to and picked up from their designated inside or outside activity space by the parent or parent designee. This does not preclude group busing of children to a specific CDS facility. The parent will be able to exchange information upon the child's arrival and departure with the caregiver or FCC provider. The parent is responsible for the child's safe arrival and departure from the facility.

b. Child health screening. Designated center-based personnel and all FCC providers will observe each child for obvious signs of illness upon arrival and before the parent leaves. Routine temperature taking is not authorized. Children may be denied service according to the provisions of paragraph 4-29*a*.

c. Child release.

(1) Unless prior written arrangements have been made with CDS personnel, only parents or parent designees shown on DA Form 4719-R may take a child from a CDS program.

(2) Children may not be released to siblings or other children under age 14 unless approved by the program director on a case-by-case basis.

(3) School age children may not leave a program unaccompanied without written permission from the parent.

(4) No parent may be denied access to their child including the right to pick up their child from a CDS center or FCC home unless a copy of the custody agreement that relinquishes such parental rights is on file at the CDS center or FCC home.

Section II
Developmental Programing

4-9. General

All CDS programs will reflect knowledge and understanding of the growth and development of children. The programs will provide experiences that enhance and support children's physical, socio-emotional, and cognitive development, regardless of the setting or length of time in care. Developmental programing is identified, and characterized by the following: child/family orientation; supportive management policies and procedures; appropriate resource allocation and use (i.e., space, time, equipment, materials, and personnel); and recognition of unique age group requirements.

4-10. Child/family orientation

CDS programs will meet parental needs for safe, affordable, accessible, quality child development services. Settings will be responsive to children's needs for emotional support and program activities appropriate to their individual developmental levels and abilities. Parent and program partnership in the care of children will be shown by written and oral communications and opportunities for parent education and involvement. Examples are advisory councils, volunteer programs, special program events and celebrations; and daily access to child activity spaces and caregivers or FCC providers.

4-11. Management

Policies and procedures will show awareness of children's needs by the—

a. Staffing patterns and child placement to reduce the number of center-based caregivers that the child must relate to daily.

b. Implementation and maintenance of ratios and group sizes, and FCC group composition.

c. Evidence of CDS personnel sensitivity to parent and child needs.

d. Use of qualified caregivers or providers through selective recruitment and hiring practices, comprehen-

sive on-site training programs, and role modeling provided by professional program staff.

e. Enforcement of child discipline practices that reflect a positive guidance approach such as stress and conflict prevention and channeling of energy through a planned environment.

f. Consistent and prompt attention given to the health and physical needs of children (e.g., personal routines, hygiene, and nutrition).

4-12. Space

Play areas and furnishings will be arranged to allow space for developmentally appropriate learning experiences for young children. These areas include open floor space for crawling, exploration, and active play; and protected areas for rest, study, and quiet activities. Space arrangements will aid independent functioning by allowing children to choose activities, and locate and replace toys and materials with minimal adult aid.

4-13. Time

Scheduled daily indoor and outdoor activity periods will be planned for all children (including infants) to include routines (i.e., sleeping and resting, eating, and toileting); and a balance of active and quiet play periods with large and small muscle activities. Activity periods will include—

a. Group experiences—opportunities for two or more children to interact personally and share materials (e.g., meals and snack times, stories, musical activities, dramatic play).

b. Individual experiences—personal interactions with caregiver or FCC provider including rocking, cuddling, conversations, private hideaway spaces in child activity space, use of special possessions such as security blanket when needed.

c. Child-initiated experiences—opportunities for child control of process or outcome (e.g., free expression art vs coloring book activity; decisionmaking opportunities; activity choices).

d. Adult-initiated experiences—opportunities for caregiver or FCC provider to teach and demonstrate the process of acquiring a new skill (e.g., tying shoes); and for children to function within the framework of a directed activity such as cooking.

e. Environmental experiences—opportunities for children to have first-hand experiences such as sensory activities and field trips.

4-14. Equipment and materials

Indoor and outdoor program equipment and materials will be provided that are safe, durable, in working order, and appropriate to age levels, abilities, and interests. Materials will include those with open-ended use (e.g., paper, paint), and those that have a prescribed use or are self-correcting (e.g., puzzles). Toys and equipment must be available and used to support the program activities noted in paragraph 4-13. The quantity of materials and equipment will be sufficient to avoid excessive competition among children and long waits for use.

4-15. Personnel

Personnel working with children will—

a. Nurture and care for children with affection and respect.

b. Identify and respond with appropriate care-giving techniques to children's emotional and physical needs.

c. Interact directly with children in program activities as opposed to passive observation and monitoring.

d. Role model communication and social interaction skills.

e. Provide experiences that enhance children's self-concept.

f. Acknowledge unique qualities in each child.

g. Stimulate and foster children's intellectual capabilities.

4-16. Age group program requirements

Program and activities will reflect the developmental needs unique to the ages of the specific children under care.

a. Infants.

(1) Information will be obtained from parents to allow caregivers and FCC providers to individualize routines and program activities for each child. In center-based programs, information should be posted in the crib area or otherwise made accessible to primary caregivers.

(2) Infants will be allowed to form and follow their own normal sleep and feeding schedules.

(3) Infants will not remain in cribs and playpens when awake except for short periods of quiet play not to exceed 30 minutes.

(4) Infants will be held, rocked, and allowed play opportunities daily on the floor or in large protected crawl areas.

(5) Caregivers and FCC providers will frequently talk and sing to infants on an individual basis to encourage speech and language development.

(6) Opportunities will be provided for activities that develop large and small muscles (e.g., sitting up, rolling over, self-feeding, and standing).

(7) Infants will be taken outside daily, weather permitting.

b. Toddlers.

(1) Cribs and highchairs will not be used for children over 18 months except under highly exceptional circumstances, where the physical safety of the child is involved.

(2) Toilet training will occur in a manner and time frame consistent with the child's developmental readiness and parental wishes.

(3) Well-defined limits and behavioral guidelines will be established within the activity space.

(4) Opportunities will be provided for—

(*a*) Walking, crawling, climbing.

(*b*) Manipulative experiences to develop large and small muscles and perceptual/motor coordination.

(*c*) Increasing attention span through group and individual activities.

(*d*) Developing speech and language skills.

(*e*) Independent functioning and attainment of self-help skills such as feeding, dressing, and toileting.

(*f*) Repetitive play to practice recently acquired developmental skills.

c. Preschool age children.

(1) Activities and schedules will be planned to promote cooperative play, positive peer relationships, understanding of others needs, and the ability to handle and express their feelings in an acceptable manner.

(2) Equipment, activities, and space will be provided for perceptual/motor coordination and the development of large and small muscles.

(3) Activities and materials will be provided to stimulate interest in readiness concepts such as size, shape, color, letters, and numbers. Formal instruction in reading and writing is not appropriate for most children under 5 years.

(4) Opportunities will be provided for noting relationships, problem solving, and language development.

d. School age.

(1) The school age program will be offered as a separate program from that of the younger children.

(2) Center-based programs will have a separate entrance and be located away from younger children's activity spaces whenever possible.

(3) A range of activity choices will be available that allow a change of pace between elementary school and the CDS program.

(4) Protected spaces for studying and homework will be provided.

(5) Children will be encouraged and supported in their efforts to participate in after school and community activities.

(6) A transportation agreement will be established between the parent and CDS personnel concerning school and activities-related transportation responsibilities.

(7) CDS personnel will coordinate activities with youth activities directors whenever possible.

4-17. Night care

The following will apply to all care given between 1800 and 0600:

a. Children in the CDS program for the evening hours but who do not spend the whole night will be allowed to sleep, if needed. A child enrolled for night care may remain in the center or FCC home more than 11 hours in order to avoid disrupting the child's sleeping habits.

b. A bed, cot, or crib with individual sheets and blankets will be provided for each child in night care. Parents may be required to provide rubber sheets for children who bedwet.

c. Each child present when the evening meal occurs will be served unless the child has eaten before coming to the program or will leave before 1900. A nighttime snack will be available to all children at a regularly scheduled time. Breakfast will be served to all children who remain in the center or home for more than 60 minutes after waking for the day unless the parent specifies otherwise.

d. Children who remain overnight will have a shower, tub, or sponge bath as needed for body cleanliness. When a bathtub or sponge bath is used, fresh water must be drawn for each child and the tub or basin will be cleaned after each use. A caregiver or FCC provider must be in the room while children under 5 years of age are bathing.

e. Each child will have individually labeled sleeping garments, washcloth, towel, toothbrush, and one change of clothing.

f. An evening and morning schedule of program activities will be planned for the hours that children are awake. An area separate from that used for sleeping must be provided for awake children to engage in these activities.

g. Child and staff ratios will be maintained until 2000 hours at which time reduced staffing (para 5-5*a*(2)(*a*)) ratios may apply.

h. Caregivers and FCC providers will be trained in the emergency evacuation of sleeping children.

i. Caregivers in center-based programs must be awake at all times.

j. Centers operating during darkness will have emergency lighting or wall-mounted emergency lights for each room used by children.

Section III
Routines

4-18. General

Child routines including provisions for feeding, napping and resting, and diapering and toileting will be conducted in such a way to support patterns of growth and development.

4-19. Food service

a. Children must not be forced to eat, and food may not be used as a punishment or reward.

b. Infants will be fed or supervised individually. Patterns established for infant feeding should be based on individual children's feeding schedules rather than caregiver or FCC provider imposed schedules.

c. Infants in center-based programs should generally not be fed in groups to assure maximum caregiver interaction.

d. All infants should be within sight of the caregiver or FCC provider while feeding.

e. Infants will be held for all feedings unless being fed in a highchair. Bottles will not be propped for self-feeding.

f. Spoon feeding and self-feeding will be encouraged as interest occurs.

g. Centralized separate dining rooms are not permitted in center-based programs. Toddlers, preschool age, and school age children in centers will be served family-style within their classroom activity space. Chairs and tables used for art activities and manipulative materials will double function for eating purposes.

h. Eating areas in infant and toddler activity spaces should not be adjacent to the diaper changing unit.

i. Caregivers and providers should sit and eat with the children as part of the children's nutritional training.

j. Tables, chairs, dishes, glasses, and eating utensils of a design and size suitable for use by children must be provided. FCC homes may adapt adult-sized furniture.

k. Toddlers, preschool age, and school age children will be encouraged to participate in food preparation, setting of tables, the serving of food, and cleanup activities.

4-20. Nap and rest periods

a. Rest periods will be provided appropriate to age and needs with at least 1 hour scheduled for all children under 5 years enrolled in full-day care.

b. Children who cannot rest or sleep may participate in activities that do not disturb others who are sleeping. Children who have rested for the minimum period should not be required to remain in the napping area.

c. Provisions will be made for each child to rest or nap on an individual bed, crib, cot, couch, or mat.

d. There will be one crib, cot, or mat for every child under 18 months enrolled for full-day care and at least one crib, cot, or mat for every two children under 18 months of age enrolled for hourly care. Crib slat spaces will not be greater than 2⅜ inches.

e. There will be a cot or mat available for each child over 18 months of age who is present during group rest and nap periods.

f. Mattresses will have waterproof covers. Cots, mats, or cribs must be sanitized before being used by another child. If labeled with a child's name and used by that child continuously, they will be sanitized weekly or as needed.

g. Each child using a cot, mat, or crib will be given a bed covering if needed. Bed coverings must be laundered before being used by another child. If used continuously by one child, each item will be labeled and must be laundered weekly or as needed.

h. Pillows will not be used for children under 3 years.

i. Cribs, cots, or mats must be placed at least 2 feet apart on all sides while being used by children sleeping or resting. Cribs with solid headboards may be placed head to head when used by children 6 months of age and under.

j. Reduced-sized cribs may be used instead of, or in addition to, standard-sized cribs.

4-21. Diapering and toileting

Toilet facilities will be available to children at all times.

a. Toilet training will be cooperatively planned by the caregiver or FCC provider and parents so there is a consistent toilet routine available.

b. Only disposable diapers are permitted in center-based programs. Exceptions to this policy are allowed only upon receipt of a signed physician's statement. Use of cloth diapers may be permitted in FCC homes.

c. Diaper change areas will be covered with either disposable paper changed between infants, or with a washable material that can be thoroughly cleaned after each use.

d. All children in diapers will be cleansed at each diaper change with a disposable or fabric washcloth that is used only once. Caregivers and FCC providers will wash their hands with soap and water after each diaper change.

e. Wet and soiled diapers will be kept in tightly covered receptacles with plastic liners. Receptacles must be disinfected daily and frequently emptied.

f. Wet and soiled training pants or clothing must be placed in a secured plastic bag. The bag must be stored separately from clean clothing until it can be given to the parents.

g. Portable training chair receptacles must be emptied, sanitized with disinfectant solution and replaced after each use, and should not be transported through the child activity spaces.

Section IV
Program Policies

4-22. Child abuse and neglect identification

a. Caregivers and FCC providers should observe children in care for evidence of potential child abuse and neglect.

b. All incidents of alleged child maltreatment will be reported to the designated Family Advocacy Case Management Team (FACMT) point of contact or to the military police. Any report of suspected child abuse or neglect will—

(1) Be of sufficient content to identify the child.

(2) Show name and telephone number of the CDS facility or FCC home from which the report is made.

(3) Give the alleged nature and extent of the child's injury.

c. The CDS coordinator will be a member of the FACMT. (See AR 608-1, 7-4*a*(2).)

4-23. Discipline

a. Caregivers and FCC providers will discipline in a consistent way, based on an understanding of individual needs and behaviors of children at varying developmental levels. Simple, understandable rules will be established so that expectations and limitations are clearly defined.

b. Discipline will be constructive in nature, including such methods as diversion; separation of child from situations, praise of appropriate behavior; or gentle physical restraint such as holding.

c. A child may not be punished by—

(1) Spanking, pinching, shaking, or other corporal punishment.

(2) Isolation for long periods.

(3) Confinement in closets, boxes, or similar places.

(4) Binding to restrain movement of mouth or limb.

(5) Humiliation or verbal abuse.

(6) Deprivation of meals, snacks, outdoor play opportunities, or other program components. Short term restrictions on the use of specific play materials and equipment or participation in a specific activity are permissible.

d. A child may not be punished for lapses in toilet training or refusing food.

4-24. Transportation

a. Written permission regarding transportation of children by CDS personnel must be obtained from the parents at the time of the program enrollment and annually thereafter.

b. When transporting children, the same adult/child ratio will apply as is required in the FCC home or center for the ages and number of children being served.

c. The driver must obey all State and local laws and installation regulations pertaining to vehicles.

d. Evidence of compliance regarding vehicle liability and medical insurance will be required when a private vehicle is used.

e. Each private vehicle must be equipped with safety-locking devices on doors; a spare tire ready for service; usable jack; and seat belts or infant restraints. Seat belts or infant restraints will be used whenever the vehicle is in motion. Unsecured children's seats are prohibited.

f. No child will be left unattended in a private or military vehicle.

g. Each child will board or leave the vehicle from the curb side of the street.

4-25. Television

a. Television will be used sparingly with discretion and selectivity. At no time will children be required to watch television.

b. Operation of television in centers and FCC homes serving children under 6 years should not exceed 1 hour for each 5 hours for which children are in care.

c. Television may not be operated as background accompaniment while other child activities are being offered.

d. Television viewing will be limited to programs specifically designed for the interest and benefit of children.

e. The television room will be well-lighted, and children must sit a safe distance from the television set when viewing a program.

f. Television sets within center-based staff areas are discouraged.

Section V
Health Requirements

4-26. General

The information contained in this section will be incorporated into all installation/community CDS health SOPs to insure consistency throughout Army programs.

4-27. Staff health requirements

a. All CDS personnel, persons providing substitute care, volunteers, and all persons residing in a FCC home will be in good physical and mental health, and free from communicable disease. Documentation of the above by a physician may be required by the CDS coordinator at any time.

b. All CDS personnel will have a medical assessment before employment or certification. This evaluation will include a tubercular skin test, or a chest X-ray, or other evaluations as prescribed by the occupational health service or health consultant. The medical assessment will be updated annually.

c. Personnel must be able to walk, bend, stoop, and stand for prolonged periods. They must also be able to lift 30 pounds.

4-28. Child health requirements

a. Admission criteria. (See para 4-6*b*.)

b. Health records. Health records will be on file at the facility as long as the child is enrolled. Any restrictions or special precautions concerning diet, medication, or allergies will be specified in the child's medical records. Physician recommendations will be implemented by CDS personnel within program capabilities.

c. Child health screening. (See para 4-8*b*.)

4-29. Administrative health procedures

a. Illness criteria for denial of service. Children who appear to be ill or show visible signs of fever will be closely screened and may be denied admission based upon the following symptoms:

(1) Temperature in excess of 99°F oral, 100°F rectal, and 99°F axillary.

(2) Obvious illness such as—

(*a*) Impetigo—red, oozing erosion capped with a golden yellow crust that appears "stuck on".

(*b*) Scabies—crusted wavy ridges and tunnels in the webs of fingers, hand, wrist, and trunk.

(*c*) Ringworm—flat, spreading ring-shaped lesions.

(*d*) Chicken pox—crops of small blisters on a red base that become cloudy and crusted in 2 to 4 days.

(*e*) Head lice—nits (white dots) attached to the hair shafts.

(*f*) Culture-proven strep throat that has not been under treatment for at least 48 hours.

(*g*) Conjunctivitis (pink eye)—red, watery eyes with thick yellowish discharge.

(*h*) Persistent cough, severe diarrhea, or vomiting.

(*i*) Symptoms of other contagious diseases such as measles, mumps, hepatitis, scarlet fever, and strep infection.

(*j*) Inability to participate in daily activities.

b. Readmission following illness. Children may be readmitted after an illness only when their presence will not endanger the health of other children.

(1) A child may return to a program when the child feels well enough to participate in usual daily activities and the following conditions exist:

(*a*) Fever has been absent for 24 hours.

(*b*) Nausea, vomiting, or diarrhea has subsided for 24 hours.

(*c*) A minimum of eight doses of an antibiotic have been given over a 48 hour period for known strep or other bacterial infection.

(*d*) Chicken pox lesions are crusted, usually 5 to 6 days after onset.

(*e*) Scabies is under treatment.

(*f*) Lice are under treatment.

(*g*) Pinworm treatment has occurred 24 hours before readmission.

(*h*) Lesions from impetigo are no longer weeping.

(*i*) Conjunctivitis has diminished to the point that eyes are no longer discharging.

(*j*) The child has completed the contagious stage of the illness.

(2) A child who continues to receive medication for an illness such as an ear infection, strep throat, should not be excluded providing the child feels well enough to participate in program activities.

(3) Children may not be readmitted after a communicable illness without a statement from a medical facility or physician indicating the child may be accepted. A child may be readmitted without such a statement if the child has been absent for the period of time designated by the program health consultant for the specific illness or disease the child has had.

c. Medical care after admission.

(1) *Sponsor consent.*

(*a*) Parents will give consent on DA Form 5246-R for CDS personnel to take child for care, medical or dental, in an emergency situation where the child's condition represents a serious or imminent threat to life, health, or well-being. Conscious efforts will be made to notify a parent prior to such action. However, treatment at an Army medical facility may be provided without additional consent under the provision of AR 40-3, paragraph 2-24*b*.

(*b*) Parents of children using services in extended hours FCC homes where length of care exceeds 24 hours must provide a special power of attorney. (See AR 40-3, para 2-24*d*(1)(*b*).)

(2) *Medical emergencies.* Children who develop conditions after admission that require immediate medical attention will be brought to a medical facility for evaluation. Conditions that require immediate medical care include convulsions; marked difficulty in breathing; unconsciousness; laceration (either significant in size or amount of bleeding); injury to an extremity with obvious deformity; head trauma associated with vomiting or altered consciousness.

(3) *Minor health problems.* Children who develop minor health problems after admission will be handled in the following manner:

(*a*) CDS personnel will notify the parent or parent-designee should the child become ill or injured during the time in care.

(*b*) Ill children will generally remain in the isolation area (para 4-30*d*) until such time as reasonable arrangements can be made for the child's release to the parent or parent-designee.

(*c*) If there is a question about the course of action to be taken, staff should refer to the health consultant.

d. Administering medication. CDS personnel will adhere to the following guidance in developing SOPs for the administering of medication to children.

(1) Medication will be administered only within full-day CDS programs enrolling regularly scheduled children.

(2) Medication and special therapeutic procedures will be administered only when prescribed by a physician and only when there is no other reasonable alternative to the medical requirement for the child.

(3) A list of prescribed medications that can or cannot be administered by CDS personnel should be

compiled by the health consultant. CDS personnel are prohibited from using force to administer medication.

(4) Written permission from a parent or guardian must be obtained before administering medication.

(5) The physician or parents will administer the first dosage of any medication.

(6) Children will be on oral medication at least 48 hours before dosage is administered by CDS personnel.

(7) Medication will be—

(*a*) In the original container with a child-proof cap.

(*b*) Dated with physician's name and instructions for use.

(*c*) Labeled with the child's name, name of medication, and dosage strength.

(*d*) Stored according to instructions.

(8) No "over-the-counter" medications will be administered unless ordered by prescription and all the specifications (7) above are met.

(9) Designated center-based personnel and all FCC providers are authorized to dispense medication within CDS programs according to the physician's instructions.

(10) Individuals administering medication will have received prior specialized training (para 3-20*c*).

(11) All medication administered will be recorded on the DA Form 5225-R (Medication Dispensation Record) (para 2-11*a*(5)).

(*a*) Each medication requires a separate form that may be used for a 1-month period. The form will be maintained and filed into each child's folder monthly or upon completion of the medication period.

(*b*) Forms may be reissued as needed for long term medication and should follow the calendar month for recordkeeping purposes.

(*c*) The time of each dosage and the initials of the person administering medication will be entered at the time the dosage is administered.

(12) All medication will be kept in a locked cabinet, out of the reach of children, unless it requires refrigeration.

(13) Medication requiring refrigeration will be isolated within the refrigerator in a separate secured container.

(14) Medication will be returned to parents when no longer needed or upon termination of child's attendance in the CDS program.

4-30. Program health and sanitation practices

a. Water supply.

(1) Water supplies will be from approved sources and will comply with AR 40-5.

(2) Drinking water will be available to children at all times.

(3) Drinking water must be served in centers from disposable individual single serving cups or child height drinking fountains and bubbler units with guarded, angular-stream drinking heads.

(4) Hot water temperature in plumbing fixtures used by children in centers must not exceed 110°F.

b. Food sanitation. (See paras 4-35 and 4-36.)

c. Lead-based paints. Lead-based paint is prohibited in CDS facilities and FCC homes. In renovated facilities, existing paint will be tested for lead content either by direct read-out instrumentation or by chemical analysis of samples. Lead paint will be removed or enclosed in new impervious construction. All lead paint removal is the responsibility of the facility engineers housing director.

d. Isolation area.

(1) A separate area with nearby access to a sink and toilet will be designated to isolate and observe children who become ill after arrival at the facility or FCC home.

(2) In centers, this space must be located near the reception area and should be separated from child activity spaces.

(3) Reception desk personnel in center-based programs should be able to supervise, observe, and control access to isolation areas.

e. Personal cleanliness.

(1) Children's hands will be washed with soap and water before and after eating and going to the toilet.

(2) CDS personnel hand-washing facilities will be located in infant and toddler care areas within center-based programs.

(3) Disposable towels or forced air hand dryers with protective screens and soap must be provided in centers for staff and child use.

f. Sanitary practices.

(1) Soiled clothing and diapers must be changed promptly. Parents must supply an extra set of clothing for emergency use for infants and toddlers in hourly care and children of all ages enrolled in full-day care.

(2) Toilet rooms and fixtures will be sanitary and odor free at all times.

(3) Toys used by children under 36 months should be washable and will be cleaned daily and as needed when in use by more than one child.

(4) Personal toilet items such as combs, tooth brushes, towels, wash cloths, and similar items may not be stored or used in common.

(5) Dirty linen must be separated from storage of clean linen, food, and other supplies and will be inaccessible to children.

Section VI
Pets and Plants

4-31. Use and care criteria

Pets and plants should be considered key factors in a developmental child care setting. The information con-

tained in this section will be incorporated into all installation/community CDS SOPs to assure consistency throughout Army programs.

a. Nonpoisonous plants are authorized for use in child care science activities and to enhance the physical environment.

b. Pets will be allowed on the premises of CDS facilities and FCC homes if the conditions below are met.

(1) No exotic, wild, or poisonous reptiles, birds, fish, or animals are kept.

(2) Pets must be restricted to domestic animals such as cats and dogs; aquarium fish; terrarium inhabitants such as chameleons and frogs; caged birds such as parakeets; and small caged mammals such as hamsters, guinea pigs, mice, gerbils, and rabbits.

(3) Pets must be free of disease.

(4) Pets are evaluated and treated when needed and immunized annually as applicable by a licensed veterinarian with proof retained at the CDS facility or FCC home.

(5) Pets that become sick or acquire parasites must be removed at once.

(6) Pets must be properly cared for and the children instructed in humane procedures for relating to them.

(7) All pens, cages, bowls, and holding areas must be sanitarily maintained.

(8) Pets must be of a temperament that is neither hazardous or frightening to children.

(9) Pets must be handled in a manner that protects the well-being of both children and animals.

(10) No pets are allowed in food preparation areas in center-based programs.

(11) Parents are notified of the existence of animals on the premises at the time of registration and enrollment.

c. CDS centers that maintain pets on the premises on a permanent basis will be inspected monthly by the installation/community veterinarian.

Section VII
Food and Nutrition Requirements

4-32. General

Nutritious foods that help meet the child's total nutritional needs will be served in all CDS programs. Food provided by parents in center-based programs should be limited to infant formula or baby food, special diets, and food for special occasions.

4-33. USDA Food Program

All CONUS installations should apply for entry into the USDA Child Care Food Program unless documented circumstances indicate otherwise.

4-34. Nutrition

a. Meals (breakfast, lunch, dinner) and snacks will be provided appropriate to the hours children are in care. No child will go without nourishment for more than 3 consecutive hours. If a late breakfast is served, the mid-morning snack may be eliminated. School-age children will be offered a snack upon return from school. (For night care requirements see para 4-17*c*.)

b. Children cared for 5 to 8 hours during a day must be given one third of their daily nutritional needs in the program. Children cared for longer than 8 hours must be served two thirds of their daily nutritional needs in the program.

c. The USDA National Research Council's Recommended Dietary Allowances will be followed as a guide for planning meals.

d. Snacks and supplements will consist of at least one of the following: milk or milk product, fruit or fruit juice, vegetable, peanut butter, whole grain, or enriched bread or cereal. When fruit juice is served, it will be pure juice rather than a fruit drink.

e. The nutritional aspects of center-based food programs, including menu planning and nutrition education, will be coordinated with a dietition or nutritionist.

f. Parental preferences will be considered concerning child's eating habits, food preferences, or special needs. Medically prescribed diets for children as ordered by a physician will be provided within program capabilities.

g. All menus will be posted or otherwise made available to parents.

h. Dated corrected menus will be maintained within the files for review purposes.

4-35. Food preparation and storage

a. All food to be consumed by children will be prepared using methods designed to conserve nutritional value, flavor, and appearance per USDA guidelines.

b. A sufficient quantity of foods will be prepared to allow children second helpings.

c. All perishable food and drink will be covered and stored at a safe temperature per AR 40-5.

d. Food provided by parents must be labeled with the child's full name, date, and be stored at room temperature or in a refrigerator as applicable. Feeding instructions should be provided. Only unopened jars of baby food will be accepted.

e. Infant formula may not be prepared in center-based programs. Bottles of formula should contain the amount of formula the child normally takes at one feeding. Any unused portion of the bottle will be discarded after each feeding.

f. Children will only be permitted in the kitchen in center-based programs when closely supervised as part of a developmental food experience or cooking activity.

4-36. Sanitation

Food service presonnel in center-based programs will maintain a sanitary food service area that adheres to all applicable guidance specified by the USDA Child Care Food Program and AR 40-5.

4-37. Appliances and equipment

a. Kitchen appliances and equipment in center-based programs will be provided according to USDA guidelines or supplemental DAAG-PSY guidance.

b. Commercial appliances should be provided in centers with more than a 100-child capacity.

c. Disposable eating utensils will be used in center-based programs when a mechanical dishwasher is not available.

Chapter 5
Program Component Requirements—Center-Based System

Section I
Overview

5-1. General

a. The CDS center-based system is composed of programs offering child development services within centralized installation/community facilities, or parts of facilities, used exclusively for this purpose.

b. Center-based programs provide quality group care that is affordable, convenient to the work site, and readily accessible to all military families. Centralized programs are often preferred by parents because of the developmental stimulation of the child-oriented settings. They are assured that their child is receiving supervised care given by trained caregivers. Center-based services support Service families with working spouses and those families who need short term hourly child care for respite, volunteer work, or recreational purposes.

c. The CDS center-based system will reflect the specific requirements for service of the installation/community. It should include as a minimum, infant, toddler, preschool-age, and school-age components with provisions for full-day, regularly scheduled part-day, and hourly care programs.

d. Provision of extended care within center programs may not be feasible due to budgetary constraints and lack of a sustained requirement for the service.

5-2. Structure and policy

The CDS center-based system should reflect installation/community needs for program service in each of the following categories:

a. Full-day program. The full-day program includes center-based services that meet the needs of working parents requiring child care services 5 to 11 hours per day on a regularly scheduled basis. It will include program provisions for infants, toddlers, and preschool age children where demand exists.

(1) Total enrollment of children in full-day programs may exceed up to 10 percent of program capacity or group assignment to compensate for a reduced average daily attendance due to absenteeism.

(2) Programs designed for full-day care will provide a stable environment that is responsive to children's developmental needs for consistency. The program will be staffed with a majority of regularly scheduled caregivers who will have primary caregiver responsibility for specific children.

(3) Inclusion of hourly care children within full-day programs to fill the slots of absent regularly enrolled children is not permitted with the exception noted in paragraph *b*(3) below.

(4) Preschool age children in full-day programs should not be transported to separate part-day preschool programs. The program content and quality of the preschool age group category in the full-day program should be comparable to that of the part-day preschool program. This eliminates the need for parents to enroll children in both programs, therefore increasing the use of available child spaces. Program reorganization to include redistribution of personnel, space allocation, and program resources may be necessary to achieve this comparability.

b. Hourly care program. The hourly care program includes center-based developmental services for children that meet the needs of parents requiring short term child care on an intermittent basis. It will include program provisions for infant, toddler, preschool age, and school age children where demand exists.

(1) Hourly care services should be provided by reservation.

(2) The CDS coordinator and program director will insure that hourly care spaces are retained for short term intermittent services. These spaces should not be filled by full-day overflow patrons requiring services on a regular basis.

(3) Hourly care services should be physically separated from full-day and part-day services either by facility or by designating specific areas within the same facility. This requirement may be waived in centers with less than a 50-child-space capacity; in which case provisions will be made to stabilize the environment to the greatest extent possible for children enrolled on a regular basis. Children enrolled in hourly care and full-day care programs that occupy a single facility may be combined on a limited basis (not to exceed 1-½ hours) during early morning arrival and end of day departure time periods.

(4) Programs designed for hourly care will maintain a flexible environment that will reduce separation anxiety and facilitate program adjustment to an ever changing clientele of parents and children.

c. Part-day program. These programs include center-based developmental services that meet the needs of parents requiring child care services on a regularly scheduled part-day or seasonal basis. Included are services such as part-day self-contained programs for children ages 3-5 years, before and after school, summer programs for children ages 5-12 years, and specialized programs to meet unique local demands.

(1) Staffing will reflect the requirement of the pro-

gram services offered.

(2) When scheduled hours of operation do not overlap, part-day programs should double function space and staff whenever possible. This will be done to upgrade program quality and increase facility and program resource use.

(3) Preschool programs may be provided as a separate service or incorporated into the preschool age category in the full-day program.

(4) Children needing regularly scheduled care on a part-day basis and not enrolled in a self-contained program may be enrolled in either the full-day program or the hourly program. This will be at the discretion of the CDS coordinator and accounted for accordingly for data collection purposes.

Section II
Operational Requirements

5-3. General

Program directors will manage and direct all aspects of CDS center-based programs, including those personnel, facilities, programs, and financial resources allocated to the specific program. Provisions made within chapters 1 through 4 also apply to center-based programs.

5-4. Operating hours

The installation/community commander will determine operational hours of center-based CDS programs. The CDS coordinator will recommend a schedule of operation based on patron requirement surveys, documented use of services, and center financial feasibility studies.

a. Hours of operation should be reviewed semiannually.

b. Hours of operation will be posted within the center and publicized through appropriate forums accessible to patrons.

5-5. Age composition, ratios, and group sizes

All center-based programs will be staffed and grouped according to the minimum mandatory ratios and group sizes in figure 5-1. Installations/communities may set more stringent adult/child ratios if resources permit.

a. Ratios.

(1) An adequate number of staff must be present to protect the children's health and safety, insure opportunities for child and adult personal interactions, and provide developmental program activities. When ratios are exceeded in hourly care programs due to a shift in child population, additional staff must be on-call.

(2) Adult/child ratios will be met at all times of the day, indoors and outdoors, with the following exceptions:

(*a*) Adult/child ratios may be doubled during naptime if staff required for maintaining ratios are present in the building and involved in staff or program development activities.

(*b*) If handicapped or special needs children are enrolled, the adult/child ratio may need to be more stringent so that the quality of care given to the total group is not diminished. The health consultant and CDS coordinator will determine the required adult/child ratio within the program setting to which such a child is assigned.

(3) Personnel may not be counted in the adult/child ratios unless they are physically present in the child activity space and providing direct care to children.

(4) CDS support and management personnel may be used to provide short term direct caregiving services in situations where an immediate increase in caregiver personnel is not possible.

b. Group size.

(1) The size of groups in which children are cared for must be limited to minimize the spread of disease within the center and to support developmental programing.

(2) The maximum number of children in the group to which children are assigned within the activity space will not exceed the limits specified in figure 5-1.

(3) The group size requirements for each age group will be met at all times of the day with the following exceptions: Arrival and departure times (maximum 1-½ hour morning and evening); naptimes; playground periods; special activities such as field trips.

(4) Maintenance of group size requires—

(*a*) Self-contained rooms.

(*b*) Dividers or other means of physical separation within a single room.

(*c*) Purposeful assignment of staff and scheduling of program activities.

5-6. Staffing patterns

a. The program director or qualified designee must be on duty during all hours of operation.

b. Each age group category within a program will have a supervisory caregiver who will be on duty during prime hours of operation.

c. Supervisory caregivers will be regularly scheduled full-time or part-time personnel.

d. Primary caregivers (regularly scheduled full- and part-time staff) will be assigned to all children in full-day and part-day programs.

e. Intermittent on-call caregivers will be used only where efficient management necessitates personnel flexibility for limited periods.

f. Caregiver personnel will be visually identifiable to patrons through the use of name tags. Colorful aprons or smocks are recommended for use.

Category	Age Group	Adult/Child Ratio	Maximum Group Size
Infants	6 weeks—18 months	1:5	10
Toddlers	18 months—3 years	1:8	16
Preschool age [1]	3 years—5 years	1:10	20
Preschool age [2]	3 years—5 years	1:15	30
Family style [3]	6 weeks—12 years	*	*
School age	5 years—9 years	1:15	30
	9 years—12 years	1:18	36

[1] A 25 group size for preschool age children is authorized when the staff of that group includes a teacher (para 3-13a) and a caregiver.

[2] The 1:15 ratio and 30 group size may be used only when staff meet criteria in paragraph 3-13a.

[3] * In a family style grouping, the adult/child ratio and group size requirements for the age of the youngest child in the group must be met if children in the youngest age category make up 20 percent or more of the group. If children in the youngest age category make up less than 20 percent of the group, the ratios and group size requirement for the next highest age category must be met.

Figure 5-1. Center ratios and group sizes

5-7. Supervision of children

a. A minimum of two CDS personnel must be on duty in the facility regardless of the number of children present.

b. No child will be left unattended at any time indoors or outdoors, asleep or awake.

c. All indoor and outdoor child activity spaces should be visually and physically accessible to adults for supervision purposes.

d. Personnel employed for support purposes such as food service, clerical functions, or facility maintenance may not be counted in the ratios while performing these tasks.

5-8. Standard operating procedures

SOPs will be developed to insure developmentally appropriate and cost effective management of all programs within the center-based system. SOPs will be available as applicable to patrons, CDS staff, and command representatives. SOPs will include provisions for—

a. Resource management to include facilities, equipment, and personnel for center-based child care programs.

b. Program guidance to include interpretation of policies, regulations, and procedures required for the efficient operation and management of each program service.

c. Program facility standards to include criteria for facilities, safety, fire, nutrition, health, and developmental programing.

d. Program operations to include security, including key control; substitutes or additional caregiver personnel to uphold staffing ratios; janitorial and maintenance service; administration of medication; child abuse and neglect identification and reporting; and care of ill children.

e. Administrative procedures to include financial management, cash collection, customer relations, data collection and maintenance, information and referral service, recordkeeping and reporting, and fee structure review.

f. Contingency plans to include a written policy with concurrence from the medical, fire, and safety authorities for responding to emergencies, including fire, serious injury, and ingestion of poison. The plan will include—

(1) Building evacuation procedures for all age groups.

(2) First aid procedures.

(3) Listing of emergency phone numbers (fire department, medical treatment facility, military police, community health nurse, FACMT, ACS, and poison control center).

(4) Procedures to be followed in case of illness or other emergencies, including transportation options and notification of parent.

5-9. Developmental activity schedule

Center-based programs will plan a weekly schedule of indoor and outdoor activities for each age group category of children. The plan will encompass all the learning centers specified in paragraph 5-17 and outdoor child activity areas in paragraph 5-20. The plan will reflect the types of program experiences specified in paragraph 4-13 and make provisions for parent communications concerning program operations.

5-10. Facility design

Except as noted and modified herein, construction of

new buildings or alterations of existing facilities will be in accordance with Army Design Guide DG 1110-3-143, DOD 4270.1-M, AR 210-55, AR 415-10, AR 415-16, AR 415-20, AR 415-35, AR 420-70, and National Fire Prevention Association (NFPA) Life Safety Code 101 as applicable.

a. Design guidance. The Chief of Engineers (COE) will issue design criteria and provide technical guidance per paragraph 2-1*e*.

b. Design coordination.

(1) Facility plans and designs for new construction and alteration projects in excess of $50,000 will be coordinated with DAEN-ECE, DAAG-PSY, and MACOM and installation CDS program personnel. Coordination will begin prior to initiation of design. Plans will be approved by the installation director of facilities engineering prior to the award of any contract.

(2) In oversea commands, facility requirements may be modified to comply with local laws or international agreements. Major oversea commands retain responsibility for approving these specific exceptions to this regulation. A copy of any approved exception will be forwarded to HQDA(DAAG-PSY), ALEX VA 22331.

5-11. Facility funding

a. All major construction of CDS facilities will be programed through the Military Construction (MILCON) Program and funded with Military Construction Army (MCA) funds.

b. Appropriated funds may be used to repair and maintain an existing facility. Operations and maintenance (OMA) may be used for minor construction in accordance with AR 415-35.

c. NAF Capital Purchase and Minor Construction (CPMC) Program funds may be used to repair, maintain, or construct projects under $300,000 in accordance with HQDA (DAAG-CMF-FM) annual Letter of Instruction for NAF military morale support fund budgets.

d. Planning for facility construction or major alterations of CDS facilities will include interior design, furnishings, and equipment to insure comprehensive and properly equipped facilities.

e. Major construction CDS facility projects must be submitted to DA for review with the annual MCA program. Program submission requirements are provided in AR 415-15 and the annual MCA program guidance letter with supplementing MACOM guidance to facilities engineers.

f. Facility construction requirements, regardless of source of funding, will be coordinated with the Installation Planning Board in accordance with AR 210-20.

5-12. Facility designation

All facilities housing CDS programs will be identified as child development centers. The installation/community name or geographic location of the facility may be used for public identification purposes (e.g., Smith Village Child Development Center). Terms such as nursery, child care center, and preschool will not be used to designate facilities. Child unique names such as Kiddie Kastle are discouraged and should be phased out.

5-13. Facility location

a. CDS facilities must be located away from areas of heavy vehicular traffic. Parking and dropoff areas must be available so that children and parents can enter and leave the building without crossing a thoroughfare or walking through large parking lots.

b. Large installations requiring extensive child development services should provide multiple facilities readily accessible to both on- and off-post patrons.

c. When multiple facilities with a total capacity exceeding 300 child spaces are constructed on the same site, each facility must be separated from the others by a minimum of 100 feet. Such facilities may be connected by enclosed unheated corridors in areas subject to snow and freezing temperature. Separate entry, administrative, playground, and parking spaces will be provided where necessary to insure that program functions and architectural style retain a residential character. Support function spaces such as food preparation, storage, receiving, and some maintenance areas may be shared.

d. Siting for all proposed facilities requires the concurrence of the Installation Planning Board (AR 210-20). The Board will request siting approval from MACOMs and HQDA(DAEN-MCE-P), WASH DC 20314, well in advance of design approval and construction.

5-14. Facility size

a. No CDS facility will accommodate less than 25 children.

b. No single CDS facility will accommodate more than 300 children. When projected capacity exceeds 300, more than one facility must be provided.

c. When projected capacity exceeds 150, the facility must be modularized or designed so that the separation of designated services is clearly apparent to children and parents.

5-15. Facility capacity

Maximum capacity will be based on the lesser occupancy allowed by the following criteria:

a. Fire space criteria.

(1) The occupancy load that the exits sustain will be in accordance with NFPA 101.

(2) The maximum facility capacity will be established by the installation fire marshal and posted in a conspicuous place in the patron reception area.

b. Program space criteria.

(1) Fifty to 60 square feet per child should be allowed for the child activity program area. The child activity program area includes all space encompassed by the walls of the child activity rooms. It does not include space for offices, corridors, central storage, isolation rooms, staff areas, and other centralized functions.

(2) Within the gross child activity room allocation, a minimum of 35 square feet per child usable activity space will be provided. Usable activity space includes only areas used exclusively for child development activities. Usable activity space does not include area used for circulation, toilets, storage, built-in furniture, cabinets, or infant cribs.

(3) Space provided for sleeping and dining within each child activity room will also function for other developmental activities. Separate, centralized dining and sleeping areas are not permitted with the exception of infant crib areas.

(4) The child space capacity for each activity room will be established by the CDS coordinator in conjunction with the fire marshal and will be posted in a conspicuous place within each activity room.

5-16. Child activity space requirements

a. Child activity rooms.

(1) Rooms will be sized or subdivided so that children can be cared for in small groups that will not exceed double the adult/child ratio for the age group.

(2) Age groups will be separated within child activity rooms except when family-style care is authorized.

(3) Age group categories may be subdivided (i.e., young infants 6 weeks–6 months, pretoddlers 12–18 months) to meet facility constraints or when it is in the interest of developmental programing.

(4) Specialized activity spaces such as the large motor area may function for more than one group if usage time is scheduled so the maximum number of children using the space does not exceed the group size limit.

(5) Storage and functional support areas will include—

(*a*) Closets and shelf and wall storage for program materials, supplies, and large play equipment.

(*b*) Secured space for caregiver personal belongings and outer clothing.

(*c*) Caregiver work space for maintaining child records and processing information required for daily programing.

(6) Rooms will contain designated activity centers or areas per paragraph 5-17.

(7) Rooms will contain proper furnishings (para 5-19).

b. Child bathroom area.

(1) Toilets will be located on the same floor as the inside child activity rooms and close to outside child activity spaces.

(2) All new construction or renovation of CDS facilities will provide children's toilets within or immediately adjacent to child activity rooms.

(3) One flush toilet and lavatory will be provided per 8 children 18 months–3 years, and one per 15 children over 3 years of age.

(4) In existing facilities where toilets and lavatories are provided within self-contained classrooms or child activity spaces the following will apply:

(*a*) One or two flush toilets and accompanying lavatory per group of 20 preschool age children ages 3–5 years.

(*b*) Two flush toilets and lavatories per group of 25 to 30 preschool age children ages 3–5 years.

(5) In new construction, three flush toilets and lavatories will be provided to be shared within a child activity space module serving 40 children ages 3–5 years.

(6) All toddler and preschool bathroom fixtures and accessories will be child-sized (pediatric) and located within a height range appropriate to the age group. These include toilets, sinks, mirrors, paper and soap dispensers, door hardware, etc.

(7) Separate male and female toilets are required only for children 5 years of age and older.

(8) Individual toilets for children under 5 years need not be separately partitioned. When used, partitions should be nonlocking and no more than 40 inches high to allow adult supervision

c. Diaper changing area.

(1) There will be a diaper changing area within or immediately adjacent to each activity room serving diapered children. A maximum of two groups may share this area.

(2) The diaper changing area will include a—

(*a*) Lavatory with hot and cold running water.

(*b*) Diaper changing unit at adult work height with raised edges. It will be located to allow adult visibility and maximum supervision of other children.

(*c*) Storage area for clean diapers, soiled diapers, baby products, and children's personal belongings.

(3) Diaper changing areas serving infants will include an adult flush toilet.

5-17. Organization of indoor child activity spaces

Center-based programs will organize indoor child activity spaces into functional areas that provide and support developmentally appropriate learning experiences for young children.

a. Child space allocation. There must be at least 35 square feet of usable floor space, as defined in paragraph 5-15*b*(1) and (2), per child in each child activity room or space used for child program activities.

b. Functional arrangement. Space will be arranged to prevent disruption by adjacent activity areas and will

communicate clearly expectations and limitations for children.

c. Infants. Activity centers within infant areas will include—

(1) Washable soft surface protected crawl areas.

(2) Hard surfaces for wheel toys and walkers.

(3) Railings or support devices to promote walking efforts.

(4) Protected spaces for nursing mothers.

(5) Open space for equipment such as swings, jumpers, and floor toys.

(6) Wall mounted mirrors at varying heights.

d. Toddlers and preschool age. The following activity centers or designated activity spaces will be available for routine use by toddlers and preschool age children:

(1) Wheel toys and large motor activities.

(2) Imaginative play.

(3) Sand and water tables.

(4) Arts and crafts.

(5) Table toys and readiness activities.

(6) Blocks and transportation toys.

(7) Open space for group and circle activities, including music and floor toys.

(8) Books and quiet activities.

(9) Private hideaway space.

(10) Cooking and nutrition and wood working activities may be included at the discretion of the CDS program director and/or CDS coordinator.

e. School age. Activity spaces for school age children may include any of the toddler and preschool age activity centers with appropriate age level adaptations. Work areas for hobbies and homework will be provided.

5-18. Indoor program equipment and materials

The following program equipment, materials, and supplies will be provided as a minimum in each activity space used by children in that age group category. Program equipment and materials should be of institutional quality. Specifications as to requirements for quantity, levels of complexity, and age-related equipment appropriate to support age group numbers and activity centers will be determined by the CDS coordinator and program director.

a. Infants.

(1) *Infant stimulation.* Mobiles, unbreakable mirrors or reflecting surfaces, posters or wall hangings, and adult rocking chair.

(2) *Manipulative toys.* Washable soft toys (multicolored, sized, shaped, and textured); cloth and cardboard books; rattles; shape sorters; miscellaneous perceptual or fine motor materials; and blocks.

(3) *Music.* Records and record player or tape recorder and cassettes; musical toys or chimes.

(4) *Motor coordination.* Push and pull toys, walking support rail, walkers, infant swings, jumpers, wheel toys, floor mats, cradle gym.

b. Toddlers and preschool age.

(1) *Arts and craft materials.* Paint, paint brushes, easels, crayons, collage materials, paper, scissors, clay, play dough.

(2) *Readiness activities.* Materials that promote concept development such as shapes, numbers, letters, and size and space relationships.

(3) *Language arts.* Books, flannel boards, puppets and props, and listening centers.

(4) *Manipulative toys.* Pegs, beads, games, puzzles, pounding boards, small building sets.

(5) *Blocks and accessories.* Construction sets, unit blocks, large blocks, figures of people and animals, transportation fleets and accessories, and props to support block building themes.

(6) *Science.* Pets (optional), aquariums, cages, plants, gardening tools, terrarium, pots, magnets, thermometers, magnifying glasses, scales, appropriate resource books.

(7) *Music.* Record player and records, tape recorder and cassettes, rhythm instruments, autoharp or piano (optional).

(8) *Imaginative play.* Beds, store front, cash register, dolls, stove, sink, refrigerator, table, chairs, cooking utensils, dressup clothes (male and female), mirrors, puppets, and accessories to support various play themes.

(9) *Sensory materials.* Sand and water tables with accessories such as molds, sand wheel, funnels, scoops, siphons, pump, pouring containers, pails, shovels, tactile materials, and tools.

(10) *Nutrition.* Variety of cooking utensils, bowls, pans, cutting board, aprons, small appliances.

(11) *Motor coordination.* Floor mats, climbing equipment, riding toys, balls, bean bags, balance beams, parachute.

c. School age. Selection of age-appropriate materials and equipment from *b* above.

d. Hourly program. Toys, materials, and equipment selected for use in hourly programs should have a minimum of loose or small pieces and should not require sequential learning skills before they can be used effectively by a child.

5-19. Child activity space furnishings

Furnishings within child activity spaces will be of institutional quality and scaled for the age, size, and activities of the children served.

a. Cribs, cots, sleeping mats will be provided per paragraph 4-20.

b. Infant seats, playpens, and highchairs will be provided to support infant needs.

c. Child-sized chairs and tables will be provided that function for both eating and program activities.

d. Rocking chairs and comfortable furniture will be

provided for staff use when feeding or holding children.

e. Individual storage space (lockers or cubbies) must be available for the personal belongings of each child.

f. Combinations of low child-sized storage units, room dividers, shelves, bookcases and overhead adult accessible storage will be provided.

5-20. Organization of outdoor child activity spaces

Outdoor child activity spaces will be provided and organized to support developmentally appropriate learning experiences for young children. Design guidance on play areas and equipment is contained in Army Design Guide DG 1110-3-143 and TM 5-803-11.

a. There must be at least 100 square feet for each child using the outdoor child activity space.

b. The minimum dimension for any outdoor child activity space will be 50 feet as bounded by permanent walls, fences, or other natural limiting features, except for infant strolling areas and connecting walkways.

c. Separate activity spaces must be provided for infant and toddlers, preschool age, and school age categories of children.

d. Outdoor child activity spaces should allow clear circulation and be immediately accessible to internal child activity spaces.

e. All outdoor child activity spaces must be designed to allow supervision by caregivers.

f. Outdoor child activity spaces must include a variety of surfaces and textures for different play activities including grass, sand, and asphalt. Surfaces will be nonslippery, well drained, and reasonably nonabrasive. Surfaces under play equipment will be of a type that will minimize injuries from falls. Existing concrete, asphalt, or similar surfaces adjacent to, or beneath stationary play equipment must be covered with a resilient molded rubber mat safety surface.

g. Outdoor child activity space perimeters will be enclosed by fences. There will be at least one child-proof exit gate and access for emergency or maintenance vehicles. Horizontal slat fences are prohibited.

h. Sheltered areas will be provided for protection from sun in the absence of shade trees.

i. Outdoor child activity spaces should be organized to handle both individual and group activities.

j. There will be access to an outdoor water source including child height drinking fountains.

k. Seating areas for adults are discouraged.

5-21. Outdoor program equipment and materials

a. Play equipment must be the type and size recommended by manufacturers for the age of the children served.

b. Skill-oriented equipment such as climbing structures, tire swings, and obstacle courses will be provided to support children's physical and perceptual development.

c. Merry-go-rounds, narrow steep slides, and hard-seat swings are prohibited in infant, toddler, and preschool age play spaces.

d. Pails, shovels, miscellaneous digging and pouring equipment, child cooking props and utensils, and transportation toys will be provided to support sand and water activities.

e. Low tables with seating will be provided for eating and table activities.

f. Wheel toys such as strollers, carriages, and tricycles, wagons, wheelbarrows, and scooters will be provided.

g. Sports equipment such as balls, nets, goals, and games for noncompetitive use will be provided.

5-22. Administrative and program support space requirements

a. Patron reception area. A reception area with soft interior design elements will be provided adjacent to the entry. These areas should include a low receptionist unit, comfortable adult seating for visitors, and bulletin boards and display space for parent education and program materials.

b. Director office. Office space for the program director (and the CDS coordinator if not housed in another facility) will be provided.

c. Administrative support space. Work areas for support personnel including clerical, part-time, and occasional program staff will be provided as required.

d. Staff workroom and lounge. A staff workroom and lounge area that is buffered visually from child activity rooms and public view should be provided.

e. Adult toilet area. Separate adult toilet areas will be provided for staff and general public. Staff and public may share toilet facilities in centers having less than 150 capacity but should be separated in larger facilities. Toilet areas need not be designated by sex if privacy is considered and fewer than 15 employees are in the facility at one time.

f. General storage. A centrally located space with provisions for controlled management access will be provided for storage of shared program materials, audiovisual equipment, and resource materials.

g. Kitchen. A kitchen is required as a separate unit when children are to remain for meals, unless food is prepared outside the facility. When provided, the kitchen will be centrally located and include receiving, food storage, cooking, and cleanup work centers.

h. Laundry. A laundry room with adult controlled access will be provided to house washers and dryers. This area will contain secured storage for laundry supplies and storage space for clean and soiled laundry.

i. Janitorial closet. A lockable janitorial closet will be provided for storage of maintenance-related supplies and equipment.

j. Outdoor storage. Outdoor storage for infant

strollers, wheel toys, sand and water materials, and sports and playground equipment will be provided within the outside child activity space. This storage should be lockable, vandal proof, and weathertight.

5-23. Administrative and program support space furnishings

The following furnishings and equipment items are needed in most CDS facilities.

a. Office. Files, desks, chairs, bookcases, safe, cash registers, timeclock, typewriters, reproduction machines, reception desk or unit, worktables, and general office equipment.

b. Staff and parent areas. Comfortable seating, tables, and display and storage units.

c. Kitchen. Large and small appliances (commercial or domestic), cabinets, utility carts, and worktable.

d. Laundry. Washers and dryers (commercial or domestic), cabinets and worktable.

e. Miscellaneous. Appliances, tools, and items required to support program and operational requirements.

5-24. Interior design

a. Neutral colors should be selected for major wall areas with bright colors used for banding and highlighting.

b. Wall treatments that are soil-resistant and easily cleaned such as vinyl or formica wall coverings, paneling or extension of seamless vinyl or epoxy flooring to a 4-foot wainscot should be used within child activity rooms, bathrooms, and child traffic areas.

c. Floors in activity spaces should be a combination of both carpeting and hard surface flooring.

d. Replacement flooring in hard surface activity spaces and child bathrooms should be seamless and nontextured.

e. Carpets must comply with fire resistance requirements, be stain resistant, easily cleaned, and fast drying. Area rugs may be used to define spaces and reduce replacement magnitude.

f. Tack strips and surfaces will be provided at various levels (child and adult) for display and storage purposes in hallways, offices, lobby, and child activity rooms.

5-25. Maintenance and repair

Child development centers will be maintained and repaired per DODD 1330.2, AR 210-55, AR 420-10, AR 420-70, and AR 420-81.

a. Structural requirements. A structural inspection will be made on each facility in accordance with AR 420-70.

b. Grounds maintenance. The facilities engineer will provide grounds maintenance for all CDS property outside child activity spaces (playgrounds) and adjacent areas in accordance with AR 420-74. Such services will normally include—

(1) Outside child activity space (playground) surfaces.

(2) Replacement of playground sand.

(3) Clipping and shaping of hedges and trees.

(4) Provision and use of dumpsters.

(5) Removal of trash and debris in dumpsters.

c. Equipment installation and maintenance. The facilities engineer will be responsible for all installed equipment and fixtures and maintain these items in safe working condition for continuous program use.

5-26. Custodial and housekeeping services

Custodial services will be provided for all spaces and content within the CDS facility per AR 420-81 and the basic level of service prescribed in TM 5-609. Additional APF or NAF support may be required for higher levels of service. SOPs for custodial and housekeeping services will incorporate the following:

a. Work will be executed by personnel employed for this purpose.

b. All custodial equipment, supplies, and materials will be approved by the health consultant or safety officer. This equipment will comply with all Federal specifications and fire regulations. No materials that bear Interstate Commerce Commission (ICC) red labels will be used or permitted in any CDS building or area.

c. All custodial and housekeeping services will be performed in accordance with the following specifications:

(1) Child routines will not be disturbed by custodial activities.

(2) Hallways, stairways, entrances, and doorways will not be obstructed by any cleaning or maintenance operations or storage of equipment and materials.

(3) Upon completion of the cleaning or maintenance tasks, all furniture, equipment, and materials will be replaced in their original positions.

(4) Custodial supplies and equipment will be properly stored in locked cabinets or closets away from child activity program areas.

d. The following services will be provided daily:

(1) Sweeping entryways, rugs, stairs, landings, floors, sidewalks, drives, patios, and balconies.

(2) Vacuuming all carpeted surfaces.

(3) Mopping floors, stairs, entrance ways, and landings.

(4) Scrubbing with an approved disinfectant highchairs, cribs, playpens, child activity tables and chairs, toilet bowls, urinals, sinks, washbasins, kitchen equipment and appliances, drinking fountains, and waste containers.

(5) Dusting furniture, equipment, and surfaces within the reach of the children.

(6) Wiping mirrors, metal door plates, bathroom and kitchen fixtures, and all metal fittings.

(7) Cleaning showcases, entrance doors, activity space door frames and switches, paper towel dispensers, and any other surfaces as required.

(8) Policing grounds for trash, debris, and safety hazards.

e. The following services will be provided weekly:

(1) Scrubbing walls, woodwork, partitions in child activity spaces, bathrooms, and food service areas.

(2) Dusting ledges, window sills, walls, woodwork, handrails, light fixtures, ducts, air-conditioning, heating units, and other surfaces where dust may collect.

f. The following services will be provided as needed:

(1) Cleaning of drapes and window coverings.

(2) Washing all windows (inside and outside).

(3) Waxing and buffing floors.

(4) Cleaning upholstered furniture and other miscellaneous furniture and surfaces.

5-27. Insect and rodent control

a. Infestation of insects and rodents will be controlled in accordance with the installation pest management plan.

b. Pest control operations will be approved and inspected by the installation health consultant or safety officer.

5-28. Circulation and ventilation

a. A mechanical ventilation system or operable windows will be provided for all activity rooms, office, staff workroom and lounge, kitchen, toilet, and laundry spaces.

b. Exhaust hoods, vented outdoors will be provided over kitchen cooking equipment.

c. Air cleaning machines should be installed in child activity rooms serving nontoilet-trained children and bathrooms.

d. The mechanical equipment room should open directly to the exterior of the building with no access into any internal space.

5-29. Power

a. Sufficient 115V electrical outlets will be provided throughout all child activity and support spaces.

b. Electrical outlets of 125V and 250V or equivalent OCONUS voltage will be provided in kitchen and laundry areas.

c. All electrical outlets in child activity spaces will be nonremovable child safety types.

d. Replacement outlets in child activity spaces will be installed at a minimum of 54 inches above finished floor.

5-30. Lighting

a. Natural and artificial light will be combined to provide adequate task and general lighting that can be modified to respond to changing needs in accordance with DOD 4270.1-M, Illuminating Engineering Society (IES) Lighting Handbook, and DG 1110-3-143.

b. Thirty-foot candle illumination will be provided in all child activity spaces.

c. Fifty-foot candle illumination will be provided in administrative work spaces.

d. Horizontal blinds, shades, or drapes to filter light during child rest periods will be installed.

e. Night security lighting will be installed within lobby and cash storage areas that are visible from the outside.

5-31. Climate control

CDS facilities will be operated to conserve energy to the extent possible while meeting the specifications for room climate control. CDS personnel will be instructed in energy saving practices.

a. Temperature. Temperature in all rooms occupied by children will be set for no less than 68 °F in the winter and for 78 °F in the summer where air-conditioned measured within 1 foot of the floor. Tamper-proof thermostats will be provided and located no more than 36 inches above the floor. Air-conditioning will be provided where authorized.

b. Humidity. A relative humidity of 30 to 35 percent should be maintained during the heating season to prevent drying of mucous membranes and to control disease. Humidifying equipment will be monitored by the health consultant to prevent air-borne microbial contamination and other hazards.

5-32. Noise levels

Peak noise levels should not exceed 85 dBA in child activity rooms, with a sustained noise level no greater than 45 dBA, except in mechanical equipment rooms.

5-33. Fire prevention facility requirements

CDS facilities will meet the requirements of DOD 4270.1-M, NFPA 101, and CDS minimum fire standards. When conflict occurs, this regulation will apply. Child development centers are classified as Educational Occupancies, Child Day Care Centers within NFPA 101.

a. General criteria.

(1) The fire protection requirement for younger children will apply when a CDS facility or activity space houses more than one age group.

(2) Programs serving children under 5 years of age will be located only on the ground floor regardless of building construction.

(3) Programs serving children under 5 years of age will be located in noncombustible or fire resistive facilities. Existing programs located in wood frame or ordinary construction with 1 hour fire barriers that separate program areas and age groups may continue to be used

pending relocation to or replacement with noncombustible facilities.

(4) Programs serving children 5 years of age and over may be located above the ground level if special construction standards or automatic fire suppression systems are included in accordance with NFPA 101.

(5) Open fireplaces, portable combustion space heaters and electric heaters may not be used as a heat source.

(6) Thermal insulation will meet minimum flame spread and smoke ratings specified in DOD 4270.1-M, section 13-6.5.

(7) Carpeting will meet minimum flame spread and smoke ratings specified in DOD 4270.1-M, section 13-6.7.

(8) Fuel storage must meet NFPA 30 requirements.

b. Fire protection systems.

(1) A fire protection system will be provided as follows:

(*a*) A hard-wired automatic fire alarm and smoke detection system (FADS) in all crib rooms, child activity rooms, staff workrooms and lounges, offices, and corridors.

(*b*) An automatic sprinkler system for all hazard areas including kitchens, utility, boiler and mechanical rooms, closets, janitorial areas, storage, and laundry.

(2) Commercial grade kitchen hoods will be equipped with an automatic extinguishing system per NFPA 96.

(3) The FADS will transmit a signal directly to the fire department or fire alarm control center serving the facility.

(4) The fire and evacuation alarm must be capable of being operated manually.

(5) An unobstructed fire department connection (stand pipe or hose outlets) will be provided to support sprinkler system.

(6) At least one fire hydrant will be located within 200 feet of the facility.

(7) Portable fire extinguishers in working order and easily accessible to adults will be located throughout the facility.

c. Fire area separation.

(1) Walls separating age group child activity rooms will be fire-rated for one hour.

(2) In new construction, all doors in fire-rated walls will be at least 36 inches in width, self-closing, and equipped with automatic hold open devices, as required, and smoke detectors.

(3) Corridors will be constructed or lined with noncombustible material as specified in AR 420-70, paragraph 2-15.

d. Exit criteria.

(1) Existing construction. Each room used as a child activity space will have at least two remote exits. Neither exit will require travel through any other room or program area to reach the outside.

(*a*) In rooms serving children over 3 years of age, exits will lead directly to the outside either through an exterior wall or through a one hour fire-rated corridor with 20 minute fire-rated doors.

(*b*) In rooms serving children under 3 years of age or hourly care children of any age, at least one of these exits will lead directly to the outside through an exterior wall.

(2) New construction. Each room used as a child activity space will have two remote exits, one of which leads directly to the outside play space through an exterior wall. Neither exit will require travel through any other room or program area. Corridors used as fire exit paths will be a minimum of 6 feet wide. No dead end corridors exceeding 20 feet will be provided.

(3) Each infant activity room will have a direct exterior exit.

(*a*) Exit will be wide enough to accommodate a crib (minimum 36 inches).

(*b*) Ramps with nonslip surfaces for emergency evacuation of wheeled cribs will be provided for exits opening above ground level.

(*c*) Ramps will include guardrails wherever ramps exceed 1 foot in height above ground level.

(*d*) Ramps will not be less in width than the exit door leading to the ramp.

(4) Travel distance to fire exits will not exceed 150 feet from any point in the building and 100 feet from any occupied room door. When the facility is completely sprinkled, the maximum distance may be increased by 50 feet.

(5) Doors from occupied rooms and outside exit doors will swing in the direction of exit travel.

(6) Fire exit doors and doors used for crib egress will have panic hardware in operable condition.

(7) Emergency lighting will be provided in all means of egress.

(8) All fences areas located between buildings will include gates that permit occupant egress or removal to an open safe area.

5-34. Fire prevention program requirements

a. Fire inspections will be conducted monthly by the fire marshal with documentation of same on file in the CDS facility.

b. Occupancy loads will be established per paragraph 5-15.

c. All personnel will be trained in fire evacuation procedures with documentation of same on file in the CDS facility.

d. Fire evacuation procedures will be in written format and conspicuously posted throughout the building.

e. Individualized evacuation procedures will be provided and posted within each child activity room.

f. Fire drills involving all children and staff will be

conducted monthly with documentation of same on file in the CDS facility.

g. Evacuation cribs or devices in operable condition will be provided to remove infants.

h. Children will not be permitted in a room that has a furnace, domestic hot water heater, or gas meter.

i. Smoking will be permitted only in designated areas away from child activity spaces and food preparation areas.

j. Child-prepared art work and program display material may be attached directly to the walls in corridors and child activity rooms.

5-35. Safety facilities requirements

CDS facilities will meet the requirements of DOD 1000.3, AR 385-10, AR 40-5, and CDS minimum safety standards. When conflict occurs, this regulation will apply.

a. All facilities will have a telephone capable of reaching the medical facility, fire department, off-post residences, and parental work sites.

b. All areas within CDS facilities will be free of—

(1) Lead-based paint.

(2) Loose asbestos particles from ceiling or pipe lagging.

(3) Ureaformaldehyde insulation.

(4) Exposed electrical wiring.

c. All windows will be securely screened or protected by a barrier to prevent insects from entering and children from falling.

d. Double-hung windows will be counter-balanced to prevent finger or arm injuries.

e. Door and cabinet hardware in child activity spaces will be operable from either side, nonlocking, and free from dangerous protrusions. Exit door hardware in toddler activity spaces will be located above the reach of children.

f. Stairways used by children must have antislip treads, low handrails, and be constructed of solid materials.

g. Floors must be free from protrusions, holes and splinters and will be in such condition that children can crawl, lie and sit safely upon them.

h. Sliding glass doors, low windows, and glass walls will be plainly marked at child and adult eye levels.

i. Electrical appliances, fans, and similar appliances meet Underwriters Laboratory (UL), NFPA, or comparable host nation standards.

j. Radiators, pipes, electrical, or heat generating appliances will be protected from child contact. This restriction does not apply to small cooking appliances that may be used under supervision in conjunction with nutrition developmental program activities.

k. Culverts, drainage ditches, sewer accessories, and all similar hazards in or adjacent to outside play space will be made inaccessible to children.

l. Weed control in children's play areas will not include the use of herbicides.

5-36. Safety program requirements

A daily inspection of all facilities, grounds, and child activity spaces that includes furniture, toys, and playground equipment, will be conducted by CDS management personnel to identify and eliminate safety hazards.

a. Indoor and outdoor toys, program equipment, and materials must have nontoxic finishes and will be maintained in safe and usable condition.

b. CDS personnel will use professional judgment to assess suitability of play equipment for children and determine safety procedures for use.

c. Materials harmful to children such as matches, power tools, detergents, solvents, cleaning supplies, and equipment will be kept in a locked area inaccessible to children.

d. Flammable, poisonous, and highly caustic materials will not be stored in the facility.

e. Current instructions will be posted at each telephone to facilitate calling for ambulance, medical, fire, and military police services.

Chapter 6
Program Component Requirements—Quarters-Based System

Section I
Overview

6-1. General

Quarters-based or FCC is in-home care provided by an adult family member occupying Government quarters. Both the individual providing services (FCC provider) and the occupied housing unit (FCC home) will be certified by CDS before children may be accepted for care.

a. Quarters-based services are responsive to the needs of individual families and children due to informal family-style characteristics and suitability for children of different ages in various group configurations. FCC homes are often more appropriate for infants needing small group care and for school-age children who require care in a neighborhood setting. Quarters settings offer alternative care option for special needs that may be unavailable in center-based programs.

b. With the increasing demand for child care and the limited number of available facilities for center-based services, practical benefits and cost efficiencies can result from the establishment of a CDS quarters-based FCC system. FCC homes expand child care capacity without requiring capital investment and facility overhead necessary to construct and maintain a center. These homes reduce the burden on child development centers to provide specialized care and provide neighborhood child care as alternatives to centralized CDS facilities.

c. The organization of FCC homes into a professionally managed system, monitored by CDS, allows FCC providers access to a wide range of resources not available to private operators. FCC systems promote developmental child care by maintaining desirable enrollment levels; providing program, facility, health and safety technical assistance; training FCC providers; and assuring regulatory compliance in operations that would otherwise be unauthorized. Under the umbrella of CDS, such a system allows individual FCC providers to participate in Federal, State, and community programs that offer funding reimbursements, access to in-house services, and program and administrative resources.

6-2. Structure and policy

The provision of quarters-based care is not in conflict with the guidance provided in AR 210-50. Approval of a CDS quarters-based system is the prerogative of the installation/community commander. However, quarters-based care may not be authorized unless sufficient professional personnel are provided to develop an FCC system and monitor individual FCC homes in accordance with this regulation. The quarters-based CDS system will be composed of multi-age FCC homes and special purpose FCC homes per local requirements.

a. Multi-age FCC homes. These homes may provide full-day, part-day, and hourly care for children 4 weeks–12 years.

b. Special purpose FCC homes. These homes may be authorized to meet the needs of families requiring unique child care services. Included are—

(1) *Extended hours homes.* These homes may be established as a child care option for those parents who require routine evening child care, work unusual or long hours, and have mission-related child care needs that require child care services up to or in excess of 24 hours. Enrollment of children in extended hours homes will be considered using a child development service rather than foster care placement.

(2) *Sick child homes.* These homes may be established to provide proper care and limited activities for those children who are mildly ill or who are recuperating following hospitalization and cannot function within their usual CDS setting. Care for children who are acutely ill is not authorized (i.e., children with high fevers, extreme discomfort, or in need of total bed rest).

(3) *Age-specific homes.* These homes may be established to serve families with a preference or requirement for such care in response to the lack of services for a portion of the child population. Infant and toddler FCC homes may be necessary on installations/communities where center-based services for this age group do not meet patron demands. School age FCC homes may be preferential when placement is convenient to neighborhood and school activities eliminating complexity in transportation arrangements between school and child care setting.

(4) *Special needs homes.* These homes may be established to support families who have unique requirements for CDS.

Section II
Operational Requirements

6-3. General

An FCC program director will monitor all individuals certified as FCC providers. The program director will also manage and direct all aspects of the CDS quarters-based FCC system to include those personnel and financial resources allocated for use. Provisions made within chapters 1 through 4 of this regulation apply to the CDS quarters-based FCC system.

6-4. Operating hours
FCC providers will determine specific hours of service with each patron.

6-5. Age composition, ratios, and group size
Each certified FCC home will be authorized a maximum number of children who may be accepted at any one time for full-day, part-day or hourly care (fig 6-1).

a. Multi-age home. In an FCC home in which one FCC provider cares for children of all ages (4 weeks-12 years), the group size at any given time will not exceed six. No more than two of these children may be under 2 years of age. The FCC provider's own children under age 8 will count toward the group size requirement.

b. Multi-age home. In an FCC home in which one FCC provider cares for children who are 2 years of age or older, the group size during normal elementary school hours will not exceed six. The FCC provider's own children under age 6 and not in full-day elementary school will count toward the group size requirement. Child care may also be provided to no more than two additional children enrolled in full-day school during, before and after school hours, and on days when school is not in session for a maximum group size of eight.

c. Infant and toddler home. In an FCC home in which one FCC provider cares for children who are all under 3 years of age, the group size at any given time will not exceed four. The FCC provider's own children under 6 years will count toward the group size requirement.

d. School age home. In an FCC home in which one FCC provider cares for children who are all enrolled in kindergarten or elementary school classes, the group size at any given time will not exceed eight. The FCC provider's own children 12 years and younger will count toward the group size requirement.

e. Special needs home. In an FCC home in which one FCC provider cares for children with disabilities (physical and emotional), the group size at any given time will be determined by the FCC program director in consultation with the CDS coordinator and appropriate medical and social service support personnel.

f. A lesser number of children and/or restrictions on age-group configurations may be established for any FCC home. These exceptions will be determined as part of the FCC certification process and will be influenced by such factors as residence size and accommodations; FCC applicant qualifications and experience; and special needs for children and families using services.

g. Any changes in the FCC provider's circumstances, including but not limited to change of name (marriage or divorce), change in number of household members, or building changes may result in a reassignment of the number of children or age-group configuration authorized for that FCC home.

6-6. Staffing patterns
a. The FCC provider will be in the home at all times except in the event of illness, emergency, or a necessary planned absence reported to the parents of the children in care.

b. The FCC program director will maintain a file of substitute providers who could substitute for the FCC provider on an occasional basis within the approved FCC home. These individuals must meet the criteria in paragraphs 3-10*b*, *c*, *d*, and 3-11*a*. Individuals functioning as on-call intermittent CDS personnel in center-based programs could be a potential source of referral. Updated listings of approved substitutes should be regularly available to FCC providers. FCC providers may identify their own substitutes who meet these criteria. FCC providers will be responsible for all substitute arrangements including financial reimbursement.

c. When substitutes are necessary to replace an FCC provider for more than 10 hours in a week or for regularly scheduled absences, the FCC provider must notify the FCC program director of the plan for the continuity of care of the children assigned to the FCC provider's home. Such plans might include continued care by a

Home Type	Age Group	Adult/Child Ratio	Maximum Group Size
Multi-age [1]	4 weeks—12 years	1:6	6
Multi-age [2]	2 years—12 years	1:8	8
Infant/toddler	4 weeks—3 years	1:4	4
School age [3]	5 years—12 years	1:8	8
Special needs	birth—12 years	determined on individual basis	determined on individual basis

[1] Age group may include only two children under 2 years of age.

[2] Age group must include two full-day school age children.

[3] Age group restricted to kindergarten and elementary school children.

Figure 6-1. FCC home ratios and group size

substitute provider within the FCC home, hourly care at the child development center, or care at another certified FCC home within the system.

d. An FCC provider may provide emergency or substitute care in the FCC home, if space allows, for children regularly enrolled in another FCC home. If the total number of children in care exceeds the authorized capacity, there must be a second adult in attendance with the children.

e. The FCC provider will develop a contingency plan for emergency care of children as a part of the certification process. The plan will include provisions for substitute care for healthy, uninjured children in emergencies if the provider must accompany an ill or injured child to the medical treatment facility. If such arrangements cannot be made, all children in care must accompany the FCC provider and the procedure for notifying all parents of their children's location must be implemented. This plan will be revised when changes occur and reviewed quarterly by the FCC program manager.

6-7. Supervision of children

The FCC provider will provide continuous, watchful, and responsible supervision of children at all times, including—

a. Remaining on the premises when children are in the FCC home.

b. Remaining in close proximity to children during periods of activity.

c. Providing constant supervision when children under 5 years of age are in a bathtub, shower, wading pool, playing with standing water, or using plumbing fixtures that have a temperature that exceeds 110°F.

d. Observing napping children periodically.

6-8. Standard operating procedures

SOPs will be developed for the incorporation of FCC providers into a system that establishes monitorship, coordinates services, and defines the relationship of the affiliated FCC homes to CDS. SOPs will be available as applicable, to patrons, CDS staff, and command representatives. SOPs will include provisions for—

a. A communications network among FCC providers as well as regular contacts between individual FCC providers and the FCC program director and outreach worker.

b. Linkages between FCC homes and CDS center-based programs to reduce FCC provider isolation including joint caregiver and FCC provider training; emergency and short term center care of FCC children; and FCC provider and child experiences within center programs.

c. Services to FCC providers including child referrals; regular newsletters; written communications; arrangements for group liability insurance; nutrition consultation services; toys and equipment lending operations; referrals to civilian support services; substitute FCC provider information; and CDS technical assistance.

d. Implementation of FCC special purpose homes including—

(1) Identifying types of special purpose homes required by the installation/community.

(2) Promoting awareness of special purpose homes.

(3) Recruiting providers with appropriate skills.

(4) Developing training resources to improve FCC provider delivery skills to special purpose populations.

(5) Providing information and referral services.

(6) Matching requests for services with FCC provider resources.

(7) Arranging consultations and scheduling sessions with child's physician or therapist.

(8) Implementing unique program and monitoring requirements.

e. Reporting procedures between the FCC provider and FCC program director.

6-9. Developmental activity schedule

a. The daily schedule for children though informal should provide some consistency to encourage feelings of stability and security. When planning daily program activities and routines, the FCC provider should consider—

(1) The age and developmental level of the children.

(2) The needs of individual children.

(3) The experience offered children in their own homes.

(4) The goals that children's families have for them.

b. As part of the certification process, the FCC provider will plan a sample daily activity schedule. This plan, outlining the types of activities and routine practices in the FCC home, will be submitted to the FCC program manager as part of the FCC provider's certification file. This plan will be reviewed and modified as necessary and should be available to parents of children being cared for in the FCC home.

6-10. Facilities requirements

a. Occupancy approval. Quarters family housing units authorized for dependent habitation may be considered for use as FCC homes upon approval of the installation/community commander. Each housing unit must receive certification to be used as an FCC home.

b. Structural changes. No structural changes may be made in quarters FCC homes for the provision of child care.

c. Identification. Quarters family housing units used as FCC homes should be designated as such by a window sticker observable from the street.

6-11. Indoor child activity spaces
Child activity space within FCC homes will be arranged per requirements in paragraph 4-12.

a. An FCC home must have sufficient space in relationship to the number and ages of children in care to accommodate the full range of developmental needs of children, particularly those physical needs affected by space limitations.

b. Basement rooms will not be used for the care of children unless they are dry, free from fire hazards, and have adequate exits. Children may not have access from the basement care area to other basement areas.

c. Adequate space will be available for storing children's personal belongings.

d. A flush toilet and lavatory will be within or directly accessible to spaces occupied by children.

6-12. Program equipment and materials
Program equipment and materials will be furnished by the FCC provider per requirements of paragraph 4-14.

6-13. Outdoor child activity spaces

a. Children enrolled in FCC homes will have access to hazard-free outdoor play space. Where such play space is not available on the premises, parks or other easily accessible outdoor spaces may be used with approval of the FCC program manager.

b. Children under 5 years will not be permitted to use unfenced outdoor child activity spaces unless accompanied by the FCC provider.

6-14. Maintenance and repair

a. Facilities engineers will maintain FCC homes in accordance with established fire and safety standards for Government quarters and CDS minimum standards for FCC homes.

b. The FCC provider will insure that the FCC home is—

(1) In good repair.

(2) Maintained in a hazard free condition.

(3) Free from any evidence of vermin or rodent infestation.

c. Areas used for care of children in the FCC home will have floors and walls that can be fully cleaned and maintained and are nonhazardous to the children's health.

d. The FCC home areas used for direct and support services to children will be maintained to meet local minimum standards of orderliness and cleanliness.

6-15. Lighting
Each room occupied by children in care will have sufficient lighting to support child activities.

6-16. Circulation and ventilation
Each room occupied by children will have circulation and ventilation sufficient to reduce odors and allow for child comfort.

6-17. Climate control
In the interest of energy conservation FCC homes are strongly encouraged to comply with the 65°F. winter temperature restrictions. Room temperature will be kept between 78° and 80°F. during the summer months. Air conditioning units or systems will not be provided by the Army solely for the purpose of meeting cooling and humidity requirements for FCC homes.

6-18. Fire prevention facility requirements
FCC homes will meet the requirements of NFPA 101, except as modified by this regulation.

a. Government housing units located above the fourth floor in a multistory building are not permitted for use as FCC homes.

b. Each floor level that is occupied by children in care will have at least two separate exits to the outside, one of which may be a window.

c. In a dwelling of unprotected wood frame construction, every room used for sleeping, living, or dining will have at least two means of exit, one of which may be a window.

d. In a multistory building with open stairways where levels above the ground floor are used for care, there will be a smoke detector on each floor in a shared hallway.

e. The FCC provider will have a battery operated or hardwired smoke detector inside the individual housing unit used for child care.

f. The FCC provider will have an operable multipurpose ABC dry chemical extinguisher (minimum 2¼ pound).

g. Open fireplaces, portable combustion space heaters, and electric heaters may not be used as a heat source in child activity areas.

6-19. Fire prevention program requirements

a. Fire inspections within each FCC home will be conducted annually and as required by local requirements to insure CDS minimum standards are met.

b. The FCC provider will be trained in evacuation procedures as part of the certification training.

c. The FCC provider will have a contingency plan for the evacuation of all children from the FCC home.

d. Documented fire drills involving all children will be held at least once every month at different times of the day and upon enrollment of a new child.

e. The FCC provider may not smoke while engaged in caregiving practices that require direct physical contact with children, e.g., feeding, diapering, dressing, rocking, or holding.

f. The FCC provider must be present during all times children are in the kitchen area.

6-20. Safety facility requirements

a. The FCC provider should have a telephone other than a pay phone in the FCC home.

b. Areas used for care of children will be free of—

(1) Lead-based paint exceeding lead quantity standards.

(2) Loose asbestos particles from ceiling or pipe laggings.

(3) Ureaformaldehyde insulation.

(4) Exposed electrical wiring.

c. All open windows in rooms used by children will be securely screened, opened only from the top, or protected by a barrier.

d. Windows and doors leading to upper level balconies and porches will be secured or locked at all times children are present.

e. Any door having direct outside egress will not be left ajar without a protective barrier.

f. Doors to closets and bathrooms will have operable hardware, be free from dangerous protrusions, and be capable of being unlocked from either side.

g. Sliding glass doors will be plainly marked at child eye level to avoid accidental impact.

h. There will be a barrier at the entry to any stairway accessible to children in FCC homes caring for any children under 3 years.

i. Stairways used by children will be carpeted or have nonslip treads, be lighted, and free of all hazards.

j. Floors will be free from protrusions, holes, and splinters.

k. Extension cords should be used only with the permission of the fire marshal.

l. Electrical appliances will meet UL and NFPA standards or comparable host nation standards and may not have cords that are frayed or damaged.

m. All electrical outlets will be covered when not in use.

n. Heating elements, including hot water pipes, fireplaces, woodburning stoves, and radiators located in areas used by children will be insulated, protected, or barricaded so that children cannot come into contact with them when in use.

o. Outdoor play space will be free of hazards including debris, broken glass, peeling paint, tools and construction materials, water holes, wells, and open drainage ditches. Any such hazards will be fenced, protected, or removed as appropriate.

6-21. Safety program requirements

a. Safety inspections within each FCC home will be conducted annually and as needed per local requirements to insure CDS minimum standards are met.

b. The FCC provider will be responsible for daily monitoring of FCC home interior spaces and outside activity areas regularly used by children for potential safety hazards, and taking corrective action regarding same.

c. Indoor and outdoor program equipment, toys, and materials will be safe, durable, in working order, and have a nontoxic finish.

d. Matches, power tools, detergents, solvents, and cleaning supplies will be kept in a secured area inaccessible to children.

e. Firearms, ammunition, and other weapons, drugs, poisons, flammable or caustic materials, and insecticides will be stored in locked cabinets or areas.

f. Current instructions will be posted at each telephone to facilitate calling for ambulance, medical, fire, and military police service.

g. Child care activities are prohibited in rooms that have a furnace, domestic water heater, gas meter, or open flame heater. This does not apply to heaters and meters of the type used within living areas OCONUS.

Chapter 7
Program Component Requirements—Supplemental/Outreach Care Options

7-1. General
In an effort to meet the specific child care requirements of service members on- and off-post, a range of child development options and outreach services should be considered to supplement programs operated directly by CDS.

a. Supplemental/outreach care options may be authorized under the following conditions:

(1) Existing CDS programs are unable to absorb increased requirements for service.

(2) Funding for construction or renovation of facilities is not available.

(3) Service members needing program services are stationed at remote sites or live and work in areas inaccessable to CDS programs.

b. Such options may include—

(1) Approved baby sitter referral services.

(2) Programs operated by private organizations.

(3) Special interest programs operated by Army activities other than CDS.

(4) Parent co-ops.

(5) Contracts with off-post agencies for programs or portions of programs.

c. Supplemental/outreach options will be implemented only upon recommendation of the CDS coordinator and approval of the installation/community commander. Approval for implementation will be based on—

(1) Documented needs for services unavailable or inaccessible through CDS operated centers and quarters-based systems.

(2) The availability of program services that meet regulatory guidelines and can be monitored by CDS professional staff.

(3) The availability of funding and resources to support supplemental options, when required, to allow charges for services to be comparable to CDS operated programs.

7-2. Structure and policy
a. Supplemental/outreach care options may be provided as—

(1) Independent programs that receive technical assistance and monitoring from the CDS coordinator and all regulatory proponents.

(2) Program services operated by CDS.

b. All supplemental/outreach options must comply with the provisions of this regulation.

c. The installation/community commander will determine the extent of resource allocations to support supplemental/outreach options.

7-3. Operational requirements
The CDS coordinator will develop and/or approve SOPs concerning all supplemental/outreach options.

7-4. Approved baby sitters
a. A baby sitter information referral system may be implemented that will include—

(1) Registration of baby sitters who complete a CDS approved basic training course.

(2) Provisions for referral of approved baby sitters through installation publications and telephonic service from a central location.

b. Baby sitters using their own homes to provide child care services for more than 10 child hours weekly must meet FCC provider requirements.

7-5. Private organizations
Private organizations may operate child development programs when services offered support overall CDS objectives. Installations/communities will insure that private organizations do not compete with CDS operated programs for exclusively profit producing age categories or programs (e.g., preschool) that could result in increased patron fee schedules or elevated levels of NAF or APF requirements in support of CDS operated services. Services provided will reflect provision of service to overall population composition in regard to rank, race, and creed to preclude polarization of factions within the community.

7-6. Army activities
Child care may be provided by Army activities other than CDS (e.g., chaplain sponsored preschools) to meet unique patron care requirements related to these activities and not available through CDS operated programs. Such operations may not compete with CDS operated programs to the extent that the balance of comprehensive services needed for effective management is not retained in CDS operated programs.

7-7. Parent co-ops
Parent co-ops may be established per paragraph 7-1 to provide care to children whose parents are available to participate in the operation and management of these programs.

7-8. Contract operations
a. Installations/communities may contract all or a portion of CDS when—

(1) Contracted agencies or programs meet all provisions of this regulation.

(2) Such agencies agree to regular monitoring of the contract by the installation/community CDS coordinator, MACOM, and DA Staff.

(3) Such contracts reflect patron requirements for service and are equivalent to CDS operated programs in quality of service and rate structure.

b. Contracts for individual program components may not compete with CDS operated programs for exclusively profit producing age categories and programs, or to the extent that the balance of comprehensive services needed for effective management is not retained in CDS operated programs.

Appendix A References

Section I Required Publications

AR 40-5 (Health and Environment). Cited in paragraphs 3-20, 4-30, 4-35, 4-36, and 5-35.

AR 210-55 (Funding Support for Morale, Welfare, and Recreational Program and Facilities). Cited in paragraphs 3-1, 3-2, 3-4, 5-10 and 5-25.

AR 385-10 (Army Safety Program). Cited in paragraph 5-35.

AR 420-74 (Natural Resources; Land, Forest and Wildlife Management). Cited in paragraph 5-25.

AR 420-81 (Custodial Services). Cited in paragraphs 5-25 and 5-26.

AR 608-1 (Army Community Service Program). Cited in paragraph 1-9.

CTA 50-909 (Field and Garrison Furnishings and Equipment). Cited in paragraph 3-3.

CTA 50-970 (Expendable/Durable Items (Except: Medical, Class V, Repair Parts and Heraldic Items)). Cited in paragraph 3-3.

DA CIR 235-1 (Commercial/Industrial/Type Activities (CITA)). Cited in paragraphs 3-2 and 3-8.

DA Pam 420-6 (Resources Management System). Cited in paragraph 5-25.

DA Pam 570-551 (Staffing Guide for US Army Garrisons). Cited in paragraph 1-5.

*DG 1110-3-143 (To be published) (Planning and Design of Child Development Service Facilities). Cited in paragraphs 5-10, 5-20, 5-21, and 5-30.

DOD 6060.1 (DOD Manual 6060 Series-Training Manuals for Child Care Givers on DOD Installations-M-1 through -17). Cited in paragraph 3-17.

**NFPA 101 (National Fire Protection Association-Life Safety Code, Volume 9). Cited in paragraphs 5-10, 5-33 and 6-18.

TM-5-609 (Military Custodial Services Manual w/C1). Cited in paragraph 5-26.

TM-5-803-11 (Childrens Play Areas and Equipment). Cited in paragraph 5-20.

Section II Related Publications*

AR 1-100 (Gifts and Donations)

AR 37-103-1 (Finance and Accounting for Installations Imprest Funds)

AR 40-3 (Medical, Dental and Veterinary Care)

AR 58-1 (Joint Procedures for Management of Administrative Use Motor Vehicles)

AR 210-1 (Private Organizations on Department of the Army Installations)

AR 210-20 (Master Planning for Army Installations)

AR 210-50 (Family Housing Management)

AR 230-1 (The Nonappropriated Fund System)

AR 230-65 (Nonappropriated Funds: Accounting and Budgeting Procedures)

AR 310-2 (Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications)

AR 415-10 (General Provisions for Military Construction)

*Army Design Guides are stocked at the OCE Publications Depot, 890 Pickett Street, Alexandria, VA 22304.

**National Fire Prevention Association Life Safety Codes are stocked at the National Fire Protection Association, Batterymarch Park, Quincy, MA 02269.

*A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 415-15	(Military Construction, Army (MCA) Program Development)
AR 415-16	(Army Facilities Components System (Military Engineering Construction Support, Designs, Material, and Planning Data))
AR 415-20	(Project Development and Design Approval)
AR 415-35	(Minor Construction)
AR 420-10	(Facilities Engineering: General Provisions, Organization, Functions, and Personnel)
AR 420-49	(Heating, Energy Selection and Fuel Storage Distribution, and Dispensing Systems)
AR 420-70	(Buildings and Structures)
AR 600-20	(Army Command Policy and Procedures)
DA Pam 27-154	(Procurement Manual for Clubs and Construction by Certain Nonappropriated Funds)
DOD 1000.3	(Safety and Occupational Health Policy for DOD)
DODD 1330.2	(Funding of Morale, Welfare and Recreation (MWR) Programs)
DOD 4270.1-M	(Construction Criteria Manual)
NFPA 30	(National Fire Protection Association-Flammable and Combustable Liquids Code, Volume 3)
NFPA 96	(Cooking Equipment, Vapor Removal, Volume 9)

Appendix B
Numerical Listing of Prescribed Forms

This regulation prescribes the following forms:

DA Form	*Title*
4841-R	Child Development Services (CDS) Program/Facility Report
5219-R	Child Development Services (CDS) Family Child Care (FCC) Provider Application
5220-R	Child Development Services (CDS) Family Child Care (FCC) Provider Background Clearance Request.
5221-R	Child Development Services (CDS) Family Child Care (FCC) Certification Denial/Revocation
4719-R	Child Development Services (CDS) Registration Form
5222-R	Child Development Services (CDS) Sponsor Consent
5223-R	Child Development Services (CDS) Child Health Assessment
5224-R	Child Development Services (CDS) Child and Family Profile
5225-R	Child Development Services (CDS) Medical Dispensation Record
5226-R	Child Development Services (CDS) Sponsor/Program Agreement
5246-R	Child Development Services (CDS) Report

Glossary

Section I
Abbreviations

ACS	Army Community Service
ADP	automated data processing
APF	appropriated funds
CA	commercial activities
CDS	Child Development Services
COE	Chief of Engineers
CONUS	continental United States
CPMC	Capital Purchase and Military Construction
CTA	common table of allowances
DA	Department of Army
DA PAM	Department of Army pamphlet
DAT	Developmental Assessment Team
DOD	Department of Defense
DPCA	Deputy for Personnel and Community Activities
FACMT	Family Advocacy Case Management Team
FADS	fire alarm detection system
FCC	family child care
HQDA	Headquarters, Department of Army
ICC	Interstate Commerce Commission
IMSF	Installation Morale Support Fund
MACOMs	major Army commands
MCA	Military Construction Army
MEDCEN	US Army Medical Center
MEDDAC	Medical Department Activity
MRA&L	Manpower, Reserve Affairs, and Logistics
MTF	medical treatment facility
MWR	Morale, Welfare, and Recreation
NAF	nonappropriated funds
NAFI	nonappropriated fund instrumentality
NFPA	National Fire Protection Association
OMA	Operations and Maintenance, Army
OPM	Office of Personnel Management
PARR	Program Analysis and Resource Review
POV	privately owned vehicle
POW/MIA	prisoner of war/missing in action
PSD	Personnel Services Division
PX	post exchange
SOP	standard operating procedure
SPECAT	special category
TAG	The Adjutant General
TJAG	The Judge Advocate General
TSG	The Surgeon General
UL	Underwriters Laboratory
USDA	United States Department of Agriculture

Section II
Terms

Caregiver
CDS center-based staff position responsible for providing direct services to children.

Center-based CDS System
A system of programs within centralized facilities for the delivery of developmental services to include a full-day program, part-day program, and hourly program per local needs.

Child
A military family member, whether natural, adopted, foster, stepchild, or ward who is 12 years of age or younger.

Child development center
A centralized installation/community facility or part of a facility used for one or more child development programs within CDS.

Child development services
Army sponsored center-based and quarters-based child development delivery systems with provisions for full-day, part-day, and hourly program services as required to address the unique child care needs of military families.

CDS coordinator
A professionally qualified educator or administrator who is responsible for the coordinating and monitoring of all Army sponsored or authorized CDS programs on the installation/community.

CDS program director
A professionally qualified educator or administrator who is responsible for direct management of a specific child development program within CDS.

Developmental program
Personnel management practices, facilities, age-appropriate equipment, materials, and experiences designed to foster and support a child's physical, intellectual and socioemotional capabilities regardless of the setting or length of time in care.

Extended hours FCC homes
A quarters-based child development option for those parents who require routine evening child care, work unusual or long hours, and have mission-related child care needs that require CDS up to or in excess of 24 hours.

Family child care home
An authorized family housing unit, other than the child's home, in which a family member provides child care to one or more unrelated children on a regular basis.

Family child care provider
A family member who has been certified by CDS to provide child care to one or more related children on a regular basis in an authorized family housing unit.

Family style care
The CDS center-based component of the full-day and hourly programs that defines and insures developmental care of children in cross-age groupings 6 weeks-12 years.

Full-day program
Center-based developmental services for children 6 weeks-12 years, that meet the needs of working parents requiring child care on a regularly scheduled daily basis (5 to 11 hours per day).

Hourly care program
Center-based developmental services for children 6 weeks-12 years, that meet the needs of parents requiring short term child care on an intermittent basis.

Multi-age FCC homes program
Family child care home authorized to provide services to one or more unrelated children from 4 weeks-12 years in regulated age-group configurations.

Part-day programs
Center-based developmental services that meet the needs of parents requiring child care on a regularly scheduled basis (less than 6 hours per day). These include but are not limited to part-day programs for children ages 3-5 years, before and after school programs, summer self-contained programs for children ages 5-12 years, and specialized programs to meet unique local demands.

Preschool
A center-based component of the part-day program that offers time intensive, regularly scheduled developmental experiences for children ages 3-5, for 4 hours or less per day. May be provided as a separate program or incorporated as a segment of the preschool age component in full-day programs. Program content and resource allocation for separate preschool part-day program and full-day preschool age service will be comparable.

Quarters-based CDS
A system of family child care (FCC) homes for the delivery of developmental services. Service is provided in individual family housing units.

Regulatory proponent
Agencies at HQDA, MACOM, and installation/community levels responsible for establishing and enforcing CDS program standards in the areas of fire, health, safety, nutrition, developmental programing, and facilities.

Sick child FCC homes
A quarters-based child development option for those children of working parents whose condition of illness prevents attendance in their usual child care setting.

Special needs FCC homes
A quarters-based child development option for children who are defined by the CDS coordinator and the appropriate medical or social service authority as having special needs.

Special purpose FCC homes program
Family child care homes authorized to provide services to meet unique child care requirements including age-specific, sick child care, and special needs.

Statement of work
A document that describes accurately the essential program and technical requirements for items, materials, or services including the standards used to determine whether the requirements have been met.

Teacher
A professionally qualified educator with training in early childhood under 8 years of age.

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

Distribution: Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personal Affairs-D.

CHILD DEVELOPMENT SERVICES *(CDS)* FAMILY CHILD CARE *(FCC)* PROVIDER APPLICATION

For use of this fo.n, see AR 608-10; the proponent agency is TAGO.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, United States Code, Section 3012.
PRINCIPAL PURPOSE:	Information is used by DA personnel to identify potential FCC providers and services to be provided. Provide household information, background and references.
ROUTINE USES:	No information is disclosed outside DOD.
DISCLOSURE:	Disclosure of requested information is voluntary; however, if information is not provided, certification of the candidate may be denied.

NAME *(Last, first, MI)*	BIRTH DATE	SOCIAL SECURITY NUMBER

ADDRESS *(Include ZIP Code)*	TELEPHONE

NAME OF SPONSOR *(Last, first, MI)*	ORGANIZATION	SOCIAL SECURITY NUMBER

DUTY STATION	TELEPHONE

SUBMIT THIS FORM TO *(Address) (Include ZIP Code)*

PROVISION OF SERVICES

HOURS AND DAYS AVAILABLE FOR CARE

MON _____ WED _____ FRI _____ SUN _____

TUES _____ THURS _____ SAT _____

NUMBER OF CHILDREN DESIRED FOR CARE

UNDER 2 YEARS _____ 2 - 6 YEARS _____ 6 - 12 YEARS _____ TOTAL _____

PLEASE ANSWER THE FOLLOWING QUESTIONS	*Check One* YES	NO
ARE YOU CURRENTLY CARING FOR CHILDREN		
ARE YOU WILLING TO ACCEPT CHILDREN WITHOUT REGARD TO RACE, COLOR, CREED OR NATIONAL ORIGIN		
ARE YOU WILLING TO ACCEPT CHILDREN FOR HOURLY CARE		
ARE YOU WILLING TO ACCEPT CHILDREN FOR NIGHT CARE		
ARE YOU WILLING TO ACCEPT CHILDREN FOR EXTENDED HOURS		
ARE YOU WILLING TO ACCEPT CHILDREN FOR CARE DURING HOLIDAYS		
ARE YOU WILLING TO ACCEPT CHILDREN FOR CARE DURING SCHOOL VACATION		
ARE YOU WILLING TO ACCEPT CHILDREN FOR CARE DURING SUMMER		
ARE YOU WILLING TO ACCEPT HANDICAPPED CHILDREN		
ARE YOU WILLING TO ACCEPT MILDLY ILL CHILDREN		

HOUSEHOLD INFORMATION *(List all members of your household)*

FULL NAME	AGE	RELATIONSHIP

DA FORM 5219-R, Aug 83

HOUSEHOLD INFORMATION *(Cont'd) (List all members of your household)*

FULL NAME	AGE	RELATIONSHIP

ARE THE MEMBERS OF YOUR HOUSEHOLD IN FAVOR OF YOU BECOMING PART OF THE _____ _____ FCC HOME SYSTEM ☐ YES ☐ NO

DO YOU HAVE INDOOR HOUSEHOLD PETS *(If yes, please list)*

☐ YES ☐ NO _____

BACKGROUND

WHAT IS THE LAST GRADE YOU COMPLETED IN SCHOOL

HAVE YOU HAD TRAINING WHICH WILL HELP YOU AS A FCC PROVIDER *(If yes, describe)*

☐ YES ☐ NO

HAVE YOU HAD EXPERIENCE WITH CHILDREN OTHER THAN YOUR OWN WHICH WILL HELP YOU AS A FCC PROVIDER *(If yes, describe)*

☐ YES ☐ NO

HAVE YOU HAD OTHER TYPES OF EXPERIENCE WHICH WILL HELP YOU AS A FCC PROVIDER *(If yes, describe)*

☐ YES ☐ NO

ARE YOU INVOLVED IN ANY HOME BUSINESS OPERATION, I.E. SALE OF PRODUCTS, SEWING *(If yes, describe)*

☐ YES ☐ NO

REFERENCES

PLEASE GIVE THE NAMES AND ADDRESSES OF THREE PERSONS *(other than relatives)* WHOM THE ARMY MAY CONTACT FOR REFERENCES. THEY SHOULD KNOW YOU PERSONALLY AND BE WILLING TO CERTIFY TO YOUR CHARACTER, ABILITY, AND EXPERIENCE.

FULL NAME	ADDRESS	TELEPHONE

STATEMENT OF APPLICATION

I hereby apply to have my home studied for certification by the Army as a provider of child care services in the _____ FCC Home System. I understand that in order to qualify, both I and my home must meet all standards contained in AR 608-10 and all installation requirements pertaining to the care of children. I further understand that upon my certification, the Army will refer my name to potential patrons who will then contact me directly regarding services for their children. I will not provide child care services for any child not centrally registered in the _____ CDS Family Child Care Home System.

DATE	SIGNATURE

DA FORM 5219-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)* FAMILY CHILD CARE *(FCC)* PROVIDER BACKGROUND CLEARANCE REQUEST

For use of this form, see AR 608-10; the proponent agency is TAGO.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, United States Code, Section 3013.
PRINCIPAL PURPOSE:	To provide background clearance information regarding prospective FCC Providers to CDS personnel for use in the certification process.
ROUTINE USES:	No information is disclosed outside DOD.
DISCLOSURE:	Disclosure of requested information is voluntary; however, if information is not provided, certification of the candidate may be denied.

NAME OF APPLICANT *(Last, first, MI)*	DATE

Applicant has applied for certification as a Family Child Care *(FCC)* Home Provider within the _____ quarters-based Family Child Care Home System. This office must pursue all means to verify the competency of _____ to provide for the physical, social, emotional and intellectual needs of young children in a caregiving situation within his/her own home.

CHARACTER REFERENCE INFORMATION

TO YOUR KNOWLEDGE, DOES THIS INDIVIDUAL	*Check One*		
	YES	NO	N/A
1. RELATE TO CHILDREN AND ADULTS IN A SENSITIVE AND POSITIVE MANNER			
2. HAVE THE STAMINA, PATIENCE AND CAPABILITY TO CARE FOR CHILDREN FOR SUSTAINED TIME PERIODS			
3. SHOW EVIDENCE OF REPUTABLE CHARACTER			
4. ACT RESPONSIBLY IN CRISIS SITUATIONS			
5. MAINTAIN A SAFE, AND SANITARY HOME			
6. SPEAK, READ AND WRITE ENGLISH TO THE EXTENT HE/SHE CAN EXECUTE HEALTH AND SAFETY DIRECTIONS AND CAN PLAN PROGRAM ACTIVITIES FOR CHILDREN			
7. SHOW ANY EVIDENCE OF MENTAL HEALTH PROBLEMS WHICH COULD ADVERSELY AFFECT THE HEALTH OR SAFETY OF CHILDREN IN CARE			
8. HAVE ANY ANIMAL*(s)* WHICH MIGHT POSE A THREAT TO CHILDREN'S WELL BEING			
9. TO YOUR KNOWLEDGE HAS THERE BEEN ANY CONVICTION OF, ADMISSION TO, OR SUBSTANTIVE EVIDENCE OF AN ACT OF CHILD ABUSE *(i.e. battering, molesting, etc.)* OR NEGLECT; USE OF ILLEGAL DRUGS OR ALCOHOL ABUSE BY THIS INDIVIDUAL OR ANY RESIDENT OF THE FCC HOME.			
10. HOLD ANOTHER JOB, EITHER FULL TIME OR PART TIME, DURING THE HOURS CHILDREN WOULD BE IN CARE			

REMARKS: EXPLAIN ANY *(NO)* ANSWERS TO ITEMS 1 - 6 AND *(YES)* ANSWERS TO ITEMS 7 - 10. ADDITIONAL INFORMATION RELEVANT FOR THE PURPOSES OF THIS BACKGROUND CLEARANCE REQUEST MAY BE PROVIDED ON THE REVERSE SIDE.

TITLE	ADDRESS	SIGNATURE *(Person submitting information)*

SUBMIT THIS FORM TO ADDRESS LISTED BELOW

ADDRESS

DA FORM 5220-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)*
FAMILY CHILD CARE *(FCC)* CERTIFICATION DENIAL/REVOCATION

For use of this form, see AR 608-10; the proponent agency is TAGO.

TO: *(Applicant) (Name and address) (Include ZIP Code)*	FROM: *(Issuing Office)*

YOUR FCC HOME PROVIDER *(Application for Certification) (Certification Document)* HAS BEEN *(disapproved) (revoked)* AT THIS TIME FOR THE FOLLOWING REASON(S)

FAILURE TO SUBMIT ALL REQUIRED INFORMATION/FORMS

FAILURE TO MEET FIRE PREVENTION AND PROTECTION REQUIREMENTS

FAILURE TO MEET SAFETY REQUIREMENTS

FAILURE TO MEET FACILITY REQUIREMENTS

FAILURE TO MEET DEVELOPMENTAL REQUIREMENTS

FAILURE TO MEET FOOD/NUTRITION REQUIREMENTS

FAILURE TO MEET HEALTH REQUIREMENTS

FAILURE TO PROVIDE SATISFACTORY BACKGROUND CLEARANCE REQUESTS

FAILURE TO ATTEND *(Pre-certification) (on-going)* TRAINING

FAILURE TO PROVIDE SATISFACTORY PROGRAM SERVICE

FAILURE TO PROVIDE NON-DISCRIMINATORY SERVICE

OTHER

CHECK APPROPRIATE BOX(ES) *(Issuing office)*

☐ YOU MUST PROVIDE THE ADDITIONAL INFORMATION OR EVIDENCE THAT DEFICIENCIES HAVE BEEN MET, WITHIN 30 DAYS TO THE ISSUING OFFICE.

☐ YOU ARE HEREBY OFFICIALLY NOTIFIED THAT YOUR *(Certification Application) (Certification Document)* IS *(denied) (revoked)* AND YOU MUST IMMEDIATELY DISCONTINUE ANY FORM OF CHILD CARE REGULATED BY AR 608-10. THE CERTIFICATION DOCUMENT MUST BE RETURNED TO THE ISSUING OFFICE UNTIL CERTIFICATION HAS BEEN RESTORED. REAPPLICATION FOR FCC CERTIFICATION MAY OCCUR AFTER A 30 DAY WAITING PERIOD AND WHEN A PROPONENT AGENCY REPRESENTATIVE VERIFIES COMPLIANCE WITH THE DEFICIENCIES NOTED ABOVE.

SIGNATURE *(CDS Coordinator)*	SIGNATURE *(Installation/Community Commander)*

DA FORM 5221-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)* SPONSOR CONSENT

For use of this form, see AR 608-10; the proponent agency is TAGO.

I, _____ parent/guardian of

_____ consent* to the following

in reference to the care of my child/children.

	Check Yes, or No	
	YES	NO
USE OF PHOTOGRAPHS FOR RELEASE TO MEDIA		
PARTICIPATION IN ON-AND-OFF POST EXCURSIONS ACCOMPANIED BY CDS PERSONNEL		

INDEPENDENT PARTICIPATION IN ATHLETIC EVENTS, CLASSES, YOUTH ORGANIZATIONS AND CLUBS, WALKING TO AND FROM SCHOOL, VISITING FRIENDS, OR OTHER ACTIVITIES LISTED BELOW

ACTIVITY	LOCATION	ARRIVE	DEPART	DAYS	DATES

	Check Yes, or No	
	YES	NO
TRANSPORTATION IN A GOVERNMENT OR COMMERCIAL VEHICLE		
TRANSPORTATION IN A PRIVATE VEHICLE		
OTHER –		
OTHER –		
OTHER –		

REMARKS

**Sponsor consent for access to emergency medical or dental treatment is contained in DA Form 4187-R. Sponsor consent for administration of medication is contained on DA Form 5225-R.*

DATE	SIGNATURE OF SPONSOR

DA FORM 5222-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)* CHILD HEALTH ASSESSMENT

For use of this form, see AR 608-10; the proponent agency is TAGO.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, United States Code, Section 3012.

PRINCIPAL PURPOSE: Information is used by DA personnel to: (1) verify child health status and currency of immunizations per admission requirements; (2) note special program considerations or restrictions on child participation; (3) execute emergency medical procedures for chronic illnesses/conditions; (4) refer child for enrollment in Exceptional Family Member Program.

ROUTINE USES: No information is disclosed outside DOD.

DISCLOSURE: Disclosure of requested information is voluntary; however, if information is not provided, individuals may not be able to participate in CDS programs.

NAME OF SPONSOR	TELEPHONE *(Home)*	TELEPHONE *(Duty)*

NAME OF MEDICAL TREATMENT FACILITY/PHYSICIAN	ADDRESS *(Include ZIP Code)*	TELEPHONE

CHILD HEALTH INFORMATION *(Sponsor)*

NAME OF CHILD	BIRTH DATE	SEX

HAS CHILD BEEN UNDER REGULAR SUPERVISION OF A PHYSICIAN *(If yes, explain circumstance(s) and current status)*

☐ YES ☐ NO

HAS CHILD BEEN SCREENED FOR ENROLLMENT IN EXCEPTIONAL FAMILY MEMBER PROGRAM ☐ YES ☐ NO

IMMUNIZATION DATES *(List Month and Year)*

DPT				
TOPV				
MMR				
TINE				

DISEASES AND ILLNESSES *(Check Yes, or No)*

CHICKEN POX	☐ YES	☐ NO	RUBELLA	☐ YES	☐ NO	TEN-DAY MEASLES	☐ YES	☐ NO
MUMPS	☐ YES	☐ NO	POLIOMYELITIS	☐ YES	☐ NO	RHEUMATIC FEVER	☐ YES	☐ NO
SCARLET FEVER	☐ YES	☐ NO						

OTHER *(List)* _____

CHRONIC ILLNESSES AND CONDITIONS *(Check Yes, or No)*

VISION PROBLEMS	☐ YES	☐ NO	AUDITORY PROBLEMS	☐ YES	☐ NO			
ORTHOPEDIC PROBLEMS	☐ YES	☐ NO	ASTHMA	☐ YES	☐ NO	DIABETES	☐ YES	☐ NO
SEIZURE DISORDER	☐ YES	☐ NO						

OTHER *(List)* _____

ALLERGIES *(List)* _____

COMMENT/INDICATE FREQUENCY

COLDS
EAR ACHES
STOMACH ACHES
HEADACHES

DA FORM 5223-R, Aug 83

COMMENT/INDICATE FREQUENCY
DIARRHEA
CONSTIPATION
BED WETTING
SLEEP DIFFICULTIES
POOR EATING HABITS
TANTRUMS
EXCESSIVE ACTIVITY

DESCRIPTION OF SERIOUS CHRONIC ILLNESSES/CONDITIONS *(Medical Staff)*

ILLNESS/CONDITIONS	EARLY SYMPTOMS	RECOMMENDED CDS PROCEDURES

COMMENTS

ON-GOING MEDICATION *(Medical Staff)*

TYPE	DOSAGE	FREQUENCY	CDS ADMINISTERED

MEDICAL STAFF COMMENTS

HEIGHT _____ WEIGHT _____ VISION _____ HEARING _____

SPECIAL MEDICAL CONSIDERATIONS

DESCRIBE ANY SPECIAL PROGRAM NEEDS, CONSIDERATIONS, OR RESTRICTIONS WHICH THE CHILD REQUIRES, IN ORDER TO PARTICIPATE IN CDS PROGRAMS

REFERRAL FOR CHILD FIND SCREENING ☐ YES ☐ NO

MEDICAL STATEMENT

The above named child has been given a routine medical examination and has been found free of infectious or contagious diseases, and to be capable of participating fully in CDS programs with the exceptions listed above.

DATE	SIGNATURE OF MEDICAL FACILITY REPRESENTATIVE
DATE	SIGNATURE OF SPONSOR

DA FORM 5223-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)* CHILD AND FAMILY PROFILE

For use of this form, see AR 608-10; the proponent agency is TAGO.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, United States Code, Section 3012.
PRINCIPAL PURPOSE:	Information is used by DA personnel to: (1) develop programs meeting needs of child and family, (2) ensure appropriate placement of child, (3) identify contingency plan for child illness, (4) verify Family Care Plan, and (5) identification of potential program volunteers.
ROUTINE USES:	No information is disclosed outside DOD.
DISCLOSURE:	Disclosure of requested information is voluntary; however, if information is not provided, individuals may not be able to participate in CDS programs.

NAME OF SPONSOR *(Last, first, MI)*	DATE
ADDRESS *(Include ZIP Code)*	TELEPHONE
DUTY ADDRESS *(Include ZIP Code)*	TELEPHONE

CHILD DATA

NAME *(Last, first, MI)*	NICKNAME	BIRTH DATE

DEVELOPMENTAL TASKS/ACCOMPLISHMENTS *(Check appropriate blocks)*

SITS	☐ WITH SUPPORT	☐ INDEPENDENTLY	
WALKS	☐ WITH SUPPORT	☐ INDEPENDENTLY	
SPEECH	☐ SINGLE WORDS	☐ PHRASES	☐ SENTENCES
TOILET-TRAINED	☐ DAY	☐ NIGHT	
SELF-HELP SKILLS	☐ FEEDS	☐ TOILETS	☐ DRESSES
	☐ TIES	☐ ZIPS	☐ BUTTONS/SNAPS
READINESS SKILLS	☐ COLORS	☐ PRINTS NAME	☐ CUTS
ATTENTION SPAN	☐ SPORATIC	☐ MODERATE	☐ SUSTAINED
ACTIVITY LEVEL	☐ LOW	☐ MODERATE	☐ HIGH
PLAYS	☐ ALONE	☐ NEAR OTHERS	☐ WITH OTHERS

CHILD'S UNIQUE VOCABULARY *(List child's special words and what they actually mean)*

CHILD'S WORDS	MEANING	CHILD'S WORDS	MEANING
	DRINK		
	BATHROOM		
	BOWEL MOVEMENT		
	URINATION		
	SPECIAL TOY(S)		

CHILD PREFERENCES

FOODS	TOYS	PASTIMES

SPECIAL CONSIDERATIONS

FEARS/DISLIKES	PERSONALITY CHARACTERISTICS	SPECIAL NEEDS

PREVIOUS GROUP EXPERIENCES	RESPONSE TO NEW/STRANGE SITUATION
NAP *(Comments)* ☐ YES ☐ NO	BEDTIME *(Time, etc.)*

DA FORM 5224-R, Aug 83

FAMILY DATA

HOUSEHOLD MEMBERS			PETS	
NAME	AGE	RELATIONSHIP TO CHILD	TYPE	NAME

REASON(S) FOR USE OF CDS PROGRAM(S)

CONTINGENCY CARE PLAN FOR CHILD ILLNESS

CAR POOL/TRANSPORTATION ARRANGEMENTS

FAMILY CARE PLAN *(Sole Parent/Dual Sponsors)*

VOLUNTEER AVAILABILITY *(Check appropriate blocks)*

☐ FIELD TRIPS AIDE ☐ HOLIDAY ACTIVITIES

☐ AT HOME PROJECTS ☐ ON-SITE ADMINISTRATIVE/CURRICULUM PROJECTS

☐ TOY/EQUIPMENT REPAIR ☐ CLASSROOM AIDE

☐ OTHER _____

_____

EMERGENCY NOTIFICATION DESIGNEE	HOME PHONE	DUTY PHONE	CHILD RELEASE DESIGNEE
EMERGENCY NOTIFICATION DESIGNEE	HOME PHONE	DUTY PHONE	CHILD RELEASE DESIGNEE
EMERGENCY NOTIFICATION DESIGNEE	HOME PHONE	DUTY PHONE	CHILD RELEASE DESIGNEE

REMARKS

DA FORM 5224-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)* MEDICAL DISPENSATION RECORD

For use of this form, see AR 608-10; the proponent agency is TAGO.

MONTH

(SEE REVERSE FOR PRIVACY ACT STATEMENT)

NAME OF CHILD	ACTIVITY ROOM	NAME OF SPONSOR	HOME PHONE	DUTY PHONE

MEDICATION *(One per card)*	AUTHORIZING PHYSICIAN	MEDICAL FACILITY	TELEPHONE

INCLUSIVE DATES	DOSAGE	TIME	INSTRUCTIONS: REFRIGERATION ☐ YES ☐ NO
BEGIN _____	_____	_____	
FINISH _____	_____	_____	

*CDS PERSONNEL DISPENSING MEDICINE WILL INDICATE TIME OF ADMINISTRATION AND INITIAL SAME WITHIN EACH TIME BLOCK ON A GIVEN DATE.

*1	*2	*3	*4	*5	*6	*7
*8	*9	*10	*11	*12	*13	*14
*15	*16	*17	*18	*19	*20	*21
*22	*23	*24	*25	*26	*27	*28
*29	*30	*31				

DA FORM 5225-R, Aug 83

DATA REQUIRED BY THE PRIVACY ACT OF 1974	
AUTHORITY:	Title 10, United States Code, Section 3013.
PRINCIPAL PURPOSE(S):	To provide sponsor consent for administration of medication; confirm medication dispensation directions, maintain medication records, and identify individuals responsible for dispensing medication.
ROUTINE USES:	No information is to be disclosed outside DOD.
DISCLOSURE:	Disclosure of requested information is voluntary; however, if information is not provided, medication will not be administered.

CDS personnel authorized to administer medication to _____
(Child's Name)

_____ _____

_____ _____

_____ _____

_____ _____

I, _____, hereby authorize the CDS personnel noted above to administer medication in the quantity and manner as requested and release same from all legal claims issued due to injury or illness which may result from such administering. Additional CDS personnel may be designated at the discretion of the CDS Program Director.

_____ _____
Date *Signature of Sponsor*

DATE	SIGNATURE OF PROGRAM DIRECTOR

DA FORM 5225-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)* SPONSOR/PROGRAM AGREEMENT

For use of this form, use AR 608-10; the proponent agency is TAGO.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, United States Code, Section 3012.
PRINCIPAL PURPOSE(S):	Information is used by DA personnel and patrons to: (1) identify and clarify responsibilities of all parties involved in agreement, (2) specify commitment regarding acceptance and provision of CDS services.
ROUTINE USES:	No information will be disclosed outside DOD.
DISCLOSURE:	Disclosure of requested information is voluntary; however, if information is not provided, individuals may not be able to participate in CDS programs.

NAME OF SPONSOR *(Last, first, MI)*

PROGRAM

VALID FROM *(Month, day, year to month, day, year)*

TO

SERVICE *(Check appropriate box)*

☐ FULL DAY ☐ PART DAY PRESCHOOL ☐ PART DAY SCHOOL AGE ☐ FCC HOME ☐ HOURLY

AGE GROUP CATEGORY *(Check appropriate box)*

☐ INFANT ☐ TODDLER ☐ PRESCHOOL AGE ☐ SCHOOL AGE

I agree to enroll my child/children _____

_____ in the _____

_____ CDS Facility/Family Child Care Home located at

_____

PROGRAM SERVICES

PROGRAM OPERATING HOURS ARE AS FOLLOWS *(List hours) (CDS personnel)*

MON _____ TO _____ TUES _____ TO _____ WED _____ TO _____

THURS _____ TO _____ FRI _____ TO _____ SAT _____ TO _____

SUN _____ TO _____

*SERVICES FOR MY CHILD/CHILDREN WILL BE AS FOLLOWS *(List hours) (Sponsor)*

MON _____ TO _____ TUES _____ TO _____ WED _____ TO _____

THURS _____ TO _____ FRI _____ TO _____ SAT _____ TO _____

SUN _____ TO _____

SERVICES WILL NOT BE AVAILABLE ON *(List time/date) (CDS personnel)*

_____ I WILL BE NOTIFIED IN ADVANCE, WHENEVER POSSIBLE,

OF ADDITIONAL PERIODS OF NON-SERVICE AS DETERMINED BY CDS PERSONNEL.

(CHILD MAY BE DENIED CARE WHEN ILLNESS PRECLUDES PARTICIPATION IN ROUTINE PROGRAM ACTIVITIES)

PRIOR NOTICE REQUIREMENT *(List amount of time required to terminate services) (CDS Personnel)*

UNIQUE CONSIDERATIONS *(Sponsor)*

I REQUEST THE FOLLOWING SPECIAL NEEDS OF MY CHILD/CHILDREN BE ACCOMMODATED

MY CHILD/CHILDREN REQUIRES THE FOLLOWING SPECIAL ITEMS WHICH I WILL SUPPLY

*NON APPLICABLE FOR HOURLY SERVICES

DA FORM 5226-R, Aug 83

436-175 O - 84 - 6

FEES AND CHARGES *(CDS Personnel)*

RATES FOR PROGRAM SERVICES ARE AS FOLLOWS:

MISCELLANEOUS FEES FOR PROGRAM SERVICES ARE AS FOLLOWS

AN OVERTIME/LATE FEE OF $ _____ PER _____ WILL BE CHARGED STARTING AT _____ HOURS.

*PAYMENT OBLIGATION IS BASED ON HOURS I AGREE TO USE SERVICES NOT ON ACTUAL HOURS OF CHILD ATTENDANCE, UNLESS THEY EXCEED THE HOURS CONTRACTED.

*IN THE EVENT OF MY CHILD'S/CHILDREN'S ABSENCE FROM CARE DUE TO ILLNESS, FEES WILL/WILL NOT BE REDUCED

*IN THE EVENT OF ABSENCE OF MY CHILD/CHILDREN FROM CARE DUE TO VACATION, FEES WILL/WILL NOT BE REDUCED.

FEES WILL BE PAID IN THE FOLLOWING MANNER

POLICIES *(CDS Personnel)*

*CHILD MEDICATION WILL BE ADMINISTERED ONLY UPON MY WRITTEN REQUEST UNDER THE FOLLOWING CDS CONDITIONS

LAUNDERING OF CHILD'S/CHILDREN'S SOILED CLOTHING WILL/WILL NOT BE DONE ON A ROUTINE BASIS.

I WILL PROVIDE THE FOLLOWING TO MEET CDS PROGRAM REQUIREMENTS

I ACKNOWLEDGE AND CONSENT TO THE FOLLOWING CDS POLICIES CONCERNING THE CARE OF MY CHILD

DATE	SIGNATURE OF SPONSOR
DATE	SIGNATURE OF CDS PROGRAM REPRESENTATIVE

DA FORM 5226-R, Aug 83

ARMY CHILD DEVELOPMENT SERVICES *(CDS)* REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

REPORTING PERIOD _____ *(Month and Year)* to _____ *(Month and Year)*

REPORTS CONTROL SYMBOL AG-895

SECTION I - CHILD DEVELOPMENT SERVICES *(CDS)* SUMMARY - CENTER-BASED AND QUARTERS-BASED SYSTEMS

PART I - INSTALLATION/MACOM IDENTIFYING DATA

A. INSTALLATION	B. MACOM	C. MACOM CODE	D. SUBORDINATE COMMAND CODE

E. CDS COMPLETE MAILING ADDRESS *(Include ZIP Code)*	F. TELEPHONE NUMBER *(Include AUTOVON and Commercial No.)*	G. PROPONENT FOR CDS *(e.g. ACS, PSD)*

H. NAME/GRADE/TITLE OF CDS REPRESENTATIVE	I. SIGNATURE OF CDS REPRESENTATIVE

PART II - FISCAL DATA

TOTAL DOLLARS

A. CDS FUNDING SOURCE *(Center-Based and Quarters-Based Systems)* _____ $ [ ][ ][ ][ ][ ][ ]

1. APPROPRIATED FUNDS _____ $ [ ][ ][ ][ ][ ][ ]
2. NONAPPROPRIATED FUNDS *(User Fees)* _____ $ [ ][ ][ ][ ][ ][ ]
3. NONAPPROPRIATED FUNDS *(Other)* _____ $ [ ][ ][ ][ ][ ][ ]
4. USDA CHILD CARE FOOD PROGRAM _____ $ [ ][ ][ ][ ][ ][ ]
5. DONATIONS/GRANTS _____ $ [ ][ ][ ][ ][ ][ ]

B. CDS OPERATIONAL COSTS _____ $ [ ][ ][ ][ ][ ][ ]

1. PERSONNEL SALARIES AND BENEFITS _____ $ [ ][ ][ ][ ][ ][ ]
2. FOOD SERVICES _____ $ [ ][ ][ ][ ][ ][ ]
3. EQUIPMENT/SUPPLIES _____ $ [ ][ ][ ][ ][ ][ ]
4. OTHER _____ $ [ ][ ][ ][ ][ ][ ]

C. FUNDS COMMITTED FOR RENOVATION EFFORTS _____ FY [ ][ ] $ [ ][ ][ ][ ][ ][ ]

D. FUNDS PROGRAMMED FOR NEW CONSTRUCTION _____ FY [ ][ ] $ [ ][ ][ ][ ][ ][ ][ ]

DA FORM 5246-R, Aug, 83

SECTION I - CHILD DEVELOPMENT SERVICES *(CDS)* SUMMARY - CENTER-BASED AND QUARTERS-BASED SYSTEMS *(Cont'd)*

PART III - PERSONNEL

A. ADMINISTRATIVE STAFF *(Complete 1 - 5 on each administrative position identified in 1.)*

1. POSITION IDENTIFIED *(Check appropriate block)* *(Fill in items a., b., and c.)* ☐ CDS COORDINATOR ☐ PROGRAM DIRECTOR(s) ☐ FCC DIRECTOR

   a. NAME _____

   b. FACILITY MAILING ADDRESS _____

   c. AUTOVON/COMMERCIAL TELEPHONE NO. _____

2. TITLE/GRADE _____ GS ☐☐ UA ☐☐

3. SERIES

   a. 1701 ☐ d. 1101 ☐

   b. 1702 ☐ e. 189 ☐

   c. 1710 ☐ f. OTHER ☐

4. PERCENT OF TIME SPENT ON OTHER THAN CDS DUTIES *(Specify additional duties)*

   a. LESS THAN 25% _____ ☐

   b. 26-50% _____ ☐

   c. 51-75% _____ ☐

   d. 76% OR MORE _____ ☐

   e. SOLE RESPONSIBILITY _____ ☐

5. TRAINING *(Specify dates and nature of training)*

	YES	NO
a. ACS/CDS MANAGEMENT COURSE _____	☐	☐
b. CDS ANNUAL TRAINING WORKSHOP _____	☐	☐
c. ARMY AND DOD SPONSORED TRAINING _____	☐	☐
d. PROFESSIONAL DEVELOPMENT TRAINING _____	☐	☐
e. NO TRAINING _____	☐	☐

B.

	TOTAL NUMBERS
1. APF STAFF POSITIONS *(full time equivalent)* _____	☐☐☐
2. NAF STAFF POSITIONS *(full time equivalent)* _____	☐☐☐

80 81

SECTION I - CHILD DEVELOPMENT SERVICES *(CDS)* SUMMARY - CENTER-BASED AND QUARTERS-BASED SYSTEMS *(Cont'd)*

PART IV - SERVICES

A. CDS CENTER-BASED SERVICES

	TOTAL NUMBERS
1. CDS FACILITIES	
2. CHILD CAPACITY	
3. CHILD AGE GROUP ENROLLMENT	
4. PROGRAM TYPES/AVERAGE DAILY ATTENDANCE	
a. FULL-DAY PROGRAM	
b. PART-DAY PRESCHOOL PROGRAM	
c. PART-DAY SCHOOL AGE PROGRAM	
d. HOURLY PROGRAM	
e. SPECIAL NEEDS PROGRAM SERVICES	

B. CDS QUARTERS-BASED FAMILY CHILD CARE (FCC) HOME SERVICES

1. CDS CERTIFIED FCC HOMES	
2. CHILD CAPACITY	
3. CHILD AGE GROUP ENROLLMENT	

PART V - UTILIZATION DATA

	TOTAL NUMBERS	PERCENTAGE OF TOTAL CDS SPONSORS
A. SPONSORS *(Include both parents where applicable)*		100
1. E1 - E4 PATRONS		
2. E5 - E9 PATRONS		
3. 01 - 04 PATRONS		
4. 05 - 10 PATRONS		
5. CIVILIAN PATRONS		

	TOTAL NUMBERS	PERCENTAGE OF TOTAL CDS ENROLLMENT
B. CHILD AGE GROUP ENROLLMENT		100
1. INFANTS		
2. TODDLERS		

SECTION I - CHILD DEVELOPMENT SERVICES *(CDS)* SUMMARY - CENTER-BASED AND QUARTERS-BASED SYSTEMS *(Cont'd)*

PART V - UTILIZATION DATA *(Cont'd)*

	TOTAL NUMBERS	PERCENTAGE OF TOTAL CDS ENROLLMENT
B. CHILD AGE GROUP ENROLLMENT *(Cont'd)*		
3. PRESCHOOL AGE		
4. SCHOOL AGE		
C. FAMILY STRUCTURE		
1. CDS PATRONS WITH TWO OR MORE CHILDREN ENROLLED		
2. CDS PATRONS WHO ARE SOLE PARENTS		
3. ACTIVE DUTY COUPLES WHO ARE CDS PATRONS		
D. OFF-POST RESIDENT PATRONS		

PART VI - CONTRACTED OPERATIONS DATA

A. CENTER-BASED CARE *(Check all applicable boxes)*

1. FULL-DAY PROGRAM ☐
2. PART-DAY PRESCHOOL PROGRAM ☐
3. PART-DAY BEFORE/AFTER SCHOOL PROGRAM ☐
4. HOURLY PROGRAM ☐
5. SPECIAL NEEDS PROGRAM SERVICES ☐

B. QUARTERS-BASED CARE ☐

PART VII

REMARKS

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

PART I - FISCAL DATA

TOTAL DOLLARS

A. CENTER OPERATIONAL COSTS _____ $ [ ][ ][ ][ ][ ]

B. FEES

1. RATE STRUCTURE BASIS *(Check all applicable boxes.)*

a. TOTAL FAMILY INCOME [ ]
b. AGE OF CHILD [ ]
c. N/A [ ]
d. SPONSOR RANK [ ]
e. MULTIPLE CHILD DISCOUNT [ ]
f. FLAT RATE [ ]

2. MULTIPLE CHILD DISCOUNT RATE

PERCENTAGE

a. SECOND CHILD _____ [ ][ ]
b. THIRD CHILD _____ [ ][ ]
c. EACH ADDITIONAL CHILD _____ [ ][ ]

TOTAL DOLLARS/CENTS

3. AVERAGE HOURLY RATE PER CHILD _____ $ [ ][ ][ ]
4. AVERAGE WEEKLY RATE PER CHILD _____ $ [ ][ ][ ][ ]
5. AVERAGE MONTHLY RATE PER CHILD _____ $ [ ][ ][ ][ ][ ]
6. PRESCHOOL MONTHLY RATE PER CHILD
   a. 5 DAY PROGRAM _____ $ [ ][ ][ ][ ][ ]
   b. 3 DAY PROGRAM _____ $ [ ][ ][ ][ ][ ]
   c. 3 DAY PROGRAM _____ $ [ ][ ][ ][ ][ ]

PART II - PERSONNEL

	TOTAL NUMBER	PERCENTAGE OF STAFF
A. REGULARLY SCHEDULED FULL TIME AND PART TIME EMPLOYEES IN THE FULL DAY PROGRAM	[ ][ ]	[ ][ ]
B. REGULARLY SCHEDULED FULL TIME AND PART TIME EMPLOYEES IN THE HOURLY PROGRAM	[ ][ ]	[ ][ ]

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

PART II - PERSONNEL *(Cont'd)*

C. VOLUNTEERS — TOTAL NUMBERS

1. PARENTS _____ ☐☐☐

2. OTHERS _____ ☐☐☐

D. VOLUNTEER HOURS _____ ☐☐☐☐

PART III - SERVICES

A. OPERATIONS *(Check all applicable boxes)*

1. PART-DAY PRESCHOOL SESSIONS

a. 5 DAY AM ☐
b. 5 DAY PM ☐
c. 3 DAY AM ☐
d. 3 DAY PM ☐
e. 2 DAY AM ☐
f. 2 DAY PM ☐
g. N/A ☐

2. SCHOOL-AGE PROGRAM SERVICES

a. BEFORE SCHOOL ☐
b. AFTER SCHOOL ☐
c. VACATIONS ☐
d. SUMMER ☐
e. N/A ☐

3. CHILD CARE SERVICES PROVIDED

a. NORMAL DUTY HOURS ☐
b. EVENINGS ☐
c. WEEKENDS ☐
d. SPECIAL FUNCTIONS ☐
e. UNIQUE MISSION RELATED REQUIREMENTS ☐

4. SPECIAL NEEDS PROGRAM SERVICES

a. MAINSTREAM CDS PROGRAM ☐
b. SEPARATE CDS PROGRAM ☐
c. REFERRED/ON-POST ☐
d. REFERRED/OFF-POST ☐
e. N/A ☐

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

PART III - SERVICES *(Cont'd)*

5. OPERATIONAL HOURS

	TOTAL HOURS PER WEEK
a. FULL-DAY PROGRAM	
b. HOURLY PROGRAM	
c. PART-DAY PRESCHOOL PROGRAM	
d. PART-DAY SCHOOL-AGE PROGRAM	
e. SPECIAL NEEDS SERVICES	

PROGRAM TYPE CAPACITY	TOTAL NUMBERS *(Children)*	PERCENTAGE OF CENTER CHILD CAPACITY
		1 0 0
1. FULL-DAY PROGRAM		
2. HOURLY PROGRAM		
3. PART-DAY PRESCHOOL PROGRAM		
4. PART-DAY SCHOOL AGE PROGRAM		
5. SPECIAL NEEDS SERVICES		

6. UNMET DEMANDS IN EXCESS OF 20% OF EXISTING PROGRAM CAPACITY *(Check all applicable boxes)*

- a. FULL-DAY PROGRAM ☐
- b. PART-DAY PRESCHOOL PROGRAM ☐
- c. PART-DAY SCHOOL AGE PROGRAM ☐
- d. SPECIAL NEEDS SERVICES ☐
- e. HOURLY PROGRAM ☐
- f. N/A ☐

PART IV - UTILIZATION DATA

A. SPONSORS *(Child Development Center) (Include both parents where applicable)*	TOTAL NUMBERS BY PROGRAM	PERCENTAGE OF PROGRAM SPONSORS
1. FULL-DAY PROGRAM		1 0 0
a. E1 - E4 PATRONS		
b. E5 - E9 PATRONS		

90

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

PART IV - UTILIZATION DATA *(Cont'd)*

	TOTAL NUMBERS BY PROGRAM	PERCENTAGE OF PROGRAM SPONSORS
1. FULL-DAY PROGRAM *(Cont'd)*		
c. 01 - 04 PATRONS		
d. 05 - 10 PATRONS		
e. CIVILIAN PATRONS		
2. PART-DAY PRESCHOOL PROGRAM		100
a. E1 - E4 PATRONS		
b. E5 - E9 PATRONS		
c. 01 - 04 PATRONS		
d. 05 - 10 PATRONS		
e. CIVILIAN PATRONS		
3. PART-DAY SCHOOL AGE PROGRAM		100
a. E1 - E4 PATRONS		
b. E5 - E9 PATRONS		
c. 01 - 04 PATRONS		
d. 05 - 10 PATRONS		
e. CIVILIAN PATRONS		
4. HOURLY PROGRAM		100
a. E1 - E4 PATRONS		
b. E5 - E9 PATRONS		
c. 01 - 04 PATRONS		
d. 05 - 10 PATRONS		
e. CIVILIAN PATRONS		

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

PART IV - UTILIZATION DATA *(Cont'd)*

	TOTAL NUMBERS BY PROGRAM	PERCENTAGE OF PROGRAM SPONSORS
5. SPECIAL NEEDS SERVICES		100
a. E1 - E4 PATRONS		
b. E5 - E9 PATRONS		
c. 01 - 04 PATRONS		
d. 05 - 10 PATRONS		
e. CIVILIAN PATRONS		

	TOTAL NUMBERS	PERCENTAGE OF PROGRAM SPONSORS
B. CHILD AGE GROUP ENROLLMENT		100
1. INFANTS		
2. TODDLERS		
3. PRESCHOOL AGE		
4. SCHOOL AGE		

5. UNMET DEMANDS IN EXCESS OF 20% OF EXISTING AGE GROUP CAPACITY *(Check all applicable boxes)*

a. INFANTS ☐ c. PRESCHOOL AGE ☐

b. TODDLERS ☐ d. SCHOOL AGE ☐

	TOTAL NUMBERS	PERCENTAGE OF PROGRAM SPONSORS
C. OFF-POST RESIDENCE CDS PATRONS		100
1. FULL-DAY PROGRAM		
2. PART-DAY PRESCHOOL PROGRAM		
3. PART-DAY SCHOOL AGE PROGRAM		
4. HOURLY PROGRAM		
5. SPECIAL PROGRAM SERVICES		

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

PART V

REMARKS *(Include innovative program services or projects, training initiatives, comments on facility upgrades/new construction, and areas of concern).*

SECTION III - CHILD DEVELOPMENT SERVICES *(CDS)* QUARTERS-BASED FAMILY CHILD CARE *(FCC)* HOME SYSTEM

PART I - FISCAL DATA

TOTAL DOLLARS

A. FCC OPERATIONAL COSTS _____ $ | | | | | |

B. FEE RANGE

TOTAL DOLLARS/CENTS

1. LOWEST WEEKLY FEE PER CHILD _____ $ | | | | |

2. HIGHEST WEEKLY FEE PER CHILD _____ $ | | | | |

3. AVERAGE WEEKLY FEE PER CHILD _____ $ | | | | |

96

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SECTION III - CHILD DEVELOPMENT SERVICES *(CDS)* QUARTERS-BASED FAMILY CHILD CARE *(FCC)* HOME SYSTEM

PART II - PERSONNEL

	POSITION(s)	FCC HOMES SUPERVISED
A. FCC PROGRAM DIRECTOR		
B. FCC OUTREACH WORKER		

PART III - SERVICES

	TOTAL NUMBER	PERCENTAGE OF FCC SYSTEM
A. MULTI-AGE FCC HOMES		
B. SPECIAL PURPOSE HOMES *(i.e. extended care, age-specific, special needs homes)*		

PART IV - UTILIZATION DATA

	TOTAL NUMBERS	PERCENTAGE OF FCC SPONSORS
A. SPONSORS *(FCC Homes) (Include both parents where applicable)*		1 0 0
1. E1 - E4 PATRONS		
2. E5 - E9 PATRONS		
3. 01 - 04 PATRONS		
4. 05 - 10 PATRONS		
5. CIVILIAN PATRONS		

	TOTAL NUMBERS	PERCENTAGE OF FCC SYSTEM ENROLLMENT
B. CHILD AGE GROUP ENROLLMENT		1 0 0
1. INFANTS		
2. TODDLERS		
3. PRESCHOOL AGE		

SECTION III - CHILD DEVELOPMENT SERVICES *(CDS)* QUARTERS-BASED FAMILY CHILD CARE *(FCC)* HOME SYSTEM

PART IV - UTILIZATION DATA *(Cont'd)*

B. CHILD AGE GROUP ENROLLMENT *(Cont'd)*

	TOTAL NUMBERS	PERCENTAGE OF FCC SYSTEM ENROLLMENT
4. SCHOOL AGE	☐☐☐☐	☐☐

5. UNMET DEMANDS IN EXCESS OF 20% OF EXISTING AGE GROUP CAPACITY *(Check all applicable boxes)*

a. INFANTS ☐
b. TODDLERS ☐
c. PRESCHOOL AGE ☐
d. SCHOOL AGE ☐

PART V

REMARKS *(Include services to FCC providers, linkages between center and FCC homes, and comments on certification process).*

100

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CHILD DEVELOPMENT SERVICES *(CDS)* REGISTRATION CARD

For use of this form, see AR 608-10; the proponent agency is TAGO.

DATE

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, United States Code, Section 3012. PRINCIPAL PURPOSE(S): To provide child and family program eligibility and background information; sponsor consent for access to emergency medical care; data required by USDA food program. ROUTINE USES: Information is furnished the attending physician when it is necessary for a child to be taken to a medical facility by someone other than the parent. Information on immunization and medical problems will be used as part of the program admission screening procedure. Family income data will be used to determine USDA food program qualification and rate structures. DISCLOSURE: Disclosure of requested information is voluntary; however, if information is not provided, individuals may not be allowed to participate in CDS programs.

DECLARATION OF NONDISCRIMINATION

Services will be made available to all children in attendance, without regard to race, color, religion, national origin, ancestry, or sex, within the limits of AR 608-10. CDS programs participating in the USDA Food Program shall offer meals without physical segregation of, or discrimination against any child regardless of ability to pay.

NAME OF SPONSOR *(Last, first, MI)*	GRADE	SSN	SERVICE *(Check One)* ☐ ACT ☐ RET ☐ CIV	SOLE PARENT ☐ YES ☐ NO
HOME ADDRESS OF SPONSOR *(Include ZIP Code)*	ON POST ☐	HOME PHONE	DUTY/EMPLOYER ADDRESS *(Include ZIP Code)*	
	OFF POST ☐	DUTY PHONE		
NAME OF SPOUSE *(Last, first, MI)*	GRADE	SSN	SERVICE *(Check One)* ☐ ACT ☐ RET ☐ CIV	DUAL MILITARY SPONSOR ☐
HOME ADDRESS OF SPOUSE *(Include ZIP Code)*	ON POST ☐	HOME PHONE	DUTY/EMPLOYER ADDRESS *(Include ZIP Code)*	
	OFF POST ☐	DUTY PHONE		

EMERGENCY NOTIFICATION DESIGNEE	HOME PHONE	DUTY PHONE	CHILD RELEASE DESIGNEE

FAMILY SIZE	GROSS INCOME	USDA CATEGORY *(Check One)* ☐ FULL ☐ REDUCED ☐ PAID	MULTIPLE CHILD DISCOUNT ☐ FD ☐ PD ☐ HR ☐ FCC ☐ N/A

CDS PROGRAM RATES

B/A SCHOOL _____ FULL DAY _____ PRESCHOOL _____ HOURLY _____ FCC HOME _____

DA FORM 4719-R, Aug 83 EDITION OF JUL 78 IS OBSOLETE.

NAME OF CHILD *(Last, first, MI)*			NAME OF CHILD *(Last, first, MI)*			NAME OF CHILD *(Last, first, MI)*		
PHYS EXAM DATE	BIRTH DATE	SEX	PHYS EXAM DATE	BIRTH DATE	SEX	PHYS EXAM DATE	BIRTH DATE	SEX

IMMUNIZATION DATES					IMMUNIZATION DATES					IMMUNIZATION DATES				
DPT					DPT					DPT				
TOPV					TOPV					TOPV				
MMR					MMR					MMR				
TINE					TINE					TINE				

MEDICAL PROBLEMS	MEDICAL PROBLEMS	MEDICAL PROBLEMS

ALLERGIES	ALLERGIES	ALLERGIES

REGISTRATION INFORMATION				REGISTRATION INFORMATION				REGISTRATION INFORMATION			
PROGRAM	BLDG/RM	ENROLL	TERMIN	PROGRAM	BLDG/RM	ENROLL	TERMIN	PROGRAM	BLDG/RM	ENROLL	TERMIN
FULL DAY				FULL DAY				FULL DAY			
HOURLY				HOURLY				HOURLY			
PRESCH				PRESCH				PRESCH			
B/A SCH				B/A SCH				B/A SCH			
FCC HOME				FCC HOME				FCC HOME			
OTHER				OTHER				OTHER			

Sponsor Consent: I _____ **(parent) (guardian) of** _____ **give consent for an authorized CDS representative to take my child/children for care, medical or dental, in an emergency situation where the child's condition represents a serious or imminent threat to his/her life, health, or well-being. I understand that a conscientious effort will be made to notify me prior to such action and the expense, if any, will be borne by me. Treatment at an Army medical facility may be provided without additional consent under the provision of AR 40-3, paragraph 2-74b.**

DATE	SIGNATURE OF SPONSOR

DA FORM 4719-R, Aug 83

436-175 O - 84 - 1

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

REQUIREMENT CONTROL SYMBOL AG-894

SECTION I - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD *(Month and Year)*

MACOM	MACOM CODE	SUBORDINATE COMMAND CODE

CDS BUILDING NUMBER	CDS STREET ADDRESS	CDS TELEPHONE NO./AUTOVON

PROGRAM/FACILITY OPERATION *(Check appropriate box)*

☐CDS ☐PRIVATE ORGANIZATION ☐CONTRACT ☐ARMY ACTIVITY

FACILITY PROGRAM TYPES *(Check appropriate box)*		CHILD SPACE CAPACITY	CHILD ENROLLMENT	AVERAGE DAILY ATTENDANCE
FULL DAY	☐			
PART DAY PRESCHOOL	☐			
PART DAY SCHOOL AGE	☐			
HOURLY	☐			
SPECIAL NEEDS	☐			
TOTAL				

Minimum standard compliance verification for this facility has been completed and can be documented upon request. Minimum standards are applicable for the following areas: policy, program management, developmental programing, health, nutrition, facility, fire and safety.

INSTALLATION REPRESENTATIVE SIGNATURE AND TITLE	MACOM REPRESENTATIVE SIGNATURE AND TITLE

TO BE COMPLETED BY MACOM (Check appropriate boxes)

REQUEST DEPARTMENT OF ARMY APPROVAL FOR UNITED STATES DEPARTMENT OF AGRICULTURE *(USDA)* CHILD CARE FOOD PROGRAM

☐INITIAL APPLICATION ☐SUBMISSION OF COMPLIANCE VERIFICATION SHEETS AS REQUIRED

☐RENEWAL ☐SUBMISSION OF FACILITY CORRECTIVE ACTION PLAN ☐SUBMISSION OF USDA PROGRAM DATA

TO BE COMPLETED BY HQDA

☐APPROVAL IS GRANTED/DENIED FOR FORMAL APPLICATION FOR PARTICIPATION IN THE USDA CHILD CARE FOOD PROGRAM.

☐APPROVAL IS REVALIDATED/DENIED FOR CONTINUED PARTICIPATION IN THE USDA CHILD CARE FOOD PROGRAM. RENEWAL IS FOR A ONE YEAR PERIOD

EFFECTIVE _____ THROUGH _____ AT WHICH TIME AN UPDATED DA FORM 4841-R *(CDS Program/ Facility Report)* MUST BE SUBMITTED.

DA FORM 4841-R, Aug 83 EDITION OF JAN 80 IS OBSOLETE.

TO BE COMPLETED BY HQDA (Cont'd)

☐ APPROVAL IS DENIED PENDING CORRECTION OF NOTED NONCOMPLIANCE ITEMS AND RESUBMISSION OF CDS PROGRAM/FACILITY REPORT *(DA FORM 4941-R)*

_____

_____

_____

_____

_____

_____

_____

☐ MINIMUM STANDARD CORRECTIVE ACTION PLAN SHOULD BE RESUBMITTED NO LATER THAN _____

REMARKS

DATE	CHIEF, CHILD SERVICES/YOUTH ACTIVITIES DIVISION	TELEPHONE NUMBERS *(AUTOVON and Commercial)*

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | CENTER-BASED SYSTEM:

CDS POLICY STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
Applicability Statement	1. All activities, contractors, individual and private organizations providing child development services on property controlled by the U.S. Army comply with AR 608-10 as applicable.				5-12	10. All centralized CDS facilities are identified as child development centers.			
					7-1	11. Supplemental/outreach options are implemented under authorized conditions.			
1-8b	2. Services reflect assessed needs for full-day, part-day and hourly services.				7-2b	12. All supplemental/outreach options comply with provisions of AR 608-10.			
1-8b 5-2a, b	3. Services reflect assessed needs for infant, toddler, preschool age and school age care.					13. Regulatory proponents provide technical assistance and/or monitoring —			
1-8c	4. Services support mission requirements and quality of life standards.				2-3b	a. CDS coordinator			
					2-3c	b. Health consultant			
1-8d	5. Services are responsive to needs of patrons living on and off post.				2-3d	c. Safety program manager			
					2-3e	d. Facility engineer			
1-8h	6. All program operations are developmental in nature regardless of setting or length of time in care.				2-3f	e. Housing officer			
					2-3g	f. Staff judge advocate			
					2-3h	g. Fire marshal			
1-8j	7. There is no dissemination of religious materials or activities designed to teach or promote religious doctrines.				2-3i	h. Provost marshal			
					2-3j	i. Dietitian			
					2-3k	j. ACS officer			
1-8k	8. All program services are available to and affordable by active duty sponsors.				2-3l	14. An annual internal review is conducted by a Developmental Assessment Team *(DAT)*.			
4-7	9. Child enrollment is handled centrally. Patron information referral services are provided.				3-10a	15. All staffing reflects program requirements to support services offered.			

DATE	COMMANDER *(Signature)*	DATE	CDS COORDINATOR *(Signature)*

Check YES, or NO. *If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | CENTER-BASED SYSTEM:

CDS POLICY STANDARDS *(Compliance Area) (Cont'd)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
3-18	16. CDS coordinator and program director receive training as specified.								
3-27d	17. Parents provide advisory input.								
3-28	18. A parent education program is established as specified.								
4-1	19. The CDS coordinator and all program directors meet for policy coordination.								
4-7f	20. Written CDS program policies are available.								

Check YES, or NO. *If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | CENTER-BASED SYSTEM:

PROGRAM MANAGEMENT STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
2-11	1. Child records are maintained as specified.				5-2c(2)	9. Part-day programs double function space and staff when feasible.			
2-12	2. Personnel records are maintained as specified.				5-2b(1)	10. Hourly services are provided by reservation.			
2-13 2-14	3. Program and operations data is collected and maintained as specified.				5-2b(3)	11. Hourly care services are separate from full-day and part-day services as applicable.			
2-17	4. Reporting requirements to command, MACOM and DA are met as specified.				2-14a(2)	12. Staffing patterns are documented.			
3-1b	5. Operations reflect use of appropriated funds as authorized.				4-10	13. Management practices support parent and child needs.			
3-1b	6. Operations reflect a level of self-sustainment with minimum dependency on DA and MACOM NAF sources.				4-8	14. Parent access policy is in effect as specified.			
	7. SOPs are provided for —				4-6	15. Admission criteria is implemented as specified.			
5-8a	a. Resource management				3-16	16. CDS personnel receive written and oral program and policy guidance as specified.			
5-8b	b. Program guidance								
5-8c	c. Program/facility standards					17. Caregiver personnel receive —			
5-8d	d. Program operations				3-20a	a. On site orientation training			
5-8e	e. Administrative procedures				3-20b	b. First aid training			
5-8f	f. Contingency plans				3-20d	c. On-going training			
4-2b	8. Service is available for all age groups beginning at 6 weeks where need exists.				3-20f	d. Child abuse identification training			
DATE	CDS COORDINATOR *(Signature)*				DATE	PROGRAM DIRECTOR *(Signature)*			

Check YES, or NO. *If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)*
   (a) None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

PROGRAM MANAGEMENT STANDARDS *(Compliance Area) (Cont'd)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
3-20e	18. Designated CDS personnel receive specialized training as appropriate.								
3-19	19. Training is provided to untrained caregivers as specified.								
3-15	20. There is a plan for using and training CDS volunteers.								
3-17b	21. DOD Manuals and CDS training resources are accessible to all staff.								
3-21	22. All regularly scheduled CDS personnel participate in staff meetings.								

Check YES, or NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

DEVELOPMENTAL STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
5-5a	1. Adult/child ratios are maintained.				4-16	8. Program practices reflect unique age needs.			
3-13a	2. Teacher*(s)* are provided where preschool age adult/child ratios are 1:15.				5-2a(4)	9. Program content and quality of full day preschool age group care is comparable to part-day preschool program.			
5-5b	3. Child group sizes are maintained.								
5-6b	4. A supervisory caregiver is provided for each age-group category.				5-9	10. Weekly schedules of indoor and outdoor activities are planned for all ages.			
5-6d	5. Primary caregivers are assigned to all children in full-day and part-day programs.				4-13	11. Daily indoor and outdoor activities are planned for all children.			
4-15	6. Personnel working with children —								
	a. Nuture and care for children with affection and respect.				4-18	12. Child routines support growth and development patterns.			
	b. Use appropriate caregiving techniques.								
	c. Interact directly with children in program activities.				5-17	13. Indoor child spaces are organized into recognizable functional activity areas and learning centers.			
	d. Role-model communication and social interaction skills.								
	e. Foster positive self-concept in children.				5-20	14. Outdoor play spaces support developmental activities.			
	f. Stimulate children's intellectual capabilities.				5-18 5-19	15. Toys, equipment and furnishings are provided per inventory requirements.			
4-23	7. Personnel use constructive discipline techniques. No form of corporal punishment is permitted.				5-18	16. Toys, equipment and furnishings are generally of institutional quality and are available in quantities to support age group numbers and activity centers.			
4-25	18. Television operation is limited to programs specifically designed for children, and meets criteria specified.				4-12	17. Toys, equipment and materials are accessible to children in a manner supportive of self-help initiatives.			
DATE	CDS COORDINATOR *(Signature)*				DATE	PROGRAM DIRECTOR *(Signature)*			

Check YES, or NO. *If NO, please indicate the code number *(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)*
   (a) None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

DA FORM 4841-R, Aug 83

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

STRUCTURAL/SYSTEMS FACILITY STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
5-25a	1. A structural inspection has been made on the building per AR 420-70				5-30b	11. 30 foot candle illumination is provided in all child activity areas.			
5-10	2. Construction and alteration projects incorporate design guidance as specified.				5-30c	12. 50 foot candle illumination is provided in administrative work spaces.			
5-14a,b	3. The facility accommodates between 25 and 300 children.				5-29b	13. 125V and 250V electrical outlets or equivalent (OCONUS) are provided in kitchen and laundry areas.			
5-28d	4. The mechanical equipment room opens directly to the exterior of the building with no access into any internal space.				5-29a	14. 115V electrical outlets are provided throughout all child activity and support spaces.			
5-28a	5. Mechanical exhausts or operable windows are provided for all child activity, office, work-rooms, kitchen, toilet, and laundry spaces.				5-32	15. Peak noise levels do not exceed 85 dBA in child activity rooms with sustained noise level no greater than 45 dBA, except in mechanical equipment rooms.			
5-28b	6. Exhaust hoods, vented outdoors, are provided over kitchen cooking equipment.				4-30a(1)	16. Water supply is from approved source per AR 40-5.			
5-31b	7. Humidity control of 30-35% is provided during heating season.								
5-31a	8. Temperatures in all rooms occupied by children are set for no less than 68°F in the winter and for 78°F in the summer where air conditioned.								
5-31a	9. Tamper-proof thermostats located no more than 36 inches above the floor are provided.								
5-31a	10. Air conditioning is provided where authorized.								
DATE	CDS COORDINATOR *(Signature)*				DATE	FACILITY ENGINEER *(Signature)*			

Check YES, or NO. *If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

CHILD ACTIVITY/ADMINISTRATIVE SUPPORT FACILITY STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
5-15b(2)	1. There is a minimum of 35 square feet per child usable activity space within gross child activity room allocation.			
5-16a(1)	2. Rooms are sized or subdivided for child groups not to exceed double the adult/child ratio for the age group.			
5-16a(2)	3. Activity areas are separated by age group except where family-style care is authorized.			
5-2b(3)	4. Separate child activity rooms or facilities are provided for hourly care programs where applicable.			
4-30d	5. A supervised isolation area accessible to a sink and toilet is provided for ill children.			
4-30a(3)	6. Drinking fountains are at child height with guarded angular stream drinking heads.			
5-16b(1),(2)	7. Toilets are within or directly accessible to child activity areas.			
5-16b(6)	8. All toddler and preschool bathroom fixtures and accessories are child-sized and located at an age-appropriate height.			
5-16b(3)	9. One child flush toilet and lavatory is provided per 8 children 18 months — 3 years and per 15 children over 3 years of age.			
5-16c	10. There is a diaper changing area within or immediately adjacent to each activity room serving diapered children. Area includes— a. Sink with hot and cold running water. b. Changing unit at adult work height. c. Storage. d. An adult flush toilet.			
5-22	11. Spaces are provided for administrative and program support: a. Patron reception area. b. Director and coordinator offices. c. Administration support space. d. Staff workroom and lounge. e. Adult toilet area. f. General storage. g. Kitchen. h. Laundry. i. Janitor closet j. Outdoor storage.			
5-20a	12. There is at least 100 square feet for each child using the outdoor play spaces.			
5-20c	13. Separate outdoor play areas are provided for designated age groups.			
5-25	14. Facilities and grounds maintenance is provided as specified.			

DATE	CSS COORDINATOR *(Signature)*	DATE	FACILITY ENGINEER *(Signature)*

Check YES, OR NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

HEALTH STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
4-27	1. Staff health employment requirements have been met.				4-21c	11. Diaper changing areas are sanitized as specified after each use.			
4-28	2. Child health requirements have been met.				4-30f(1)	12. Soiled clothing and diapers are changed promptly.			
4-8b	3. Children are screened for illness upon daily arrival.				4-21e,f	13. Soiled diapers and clothing are stored as specified.			
4-29a	4. Denial of service to ill children is based upon specified criteria.				4-21g	14. Training chair receptacles are emptied and sanitized after each use.			
4-29b	5. Readmission of children following illness is based upon specified criteria.				4-30f(2)	15. Toilet room and fixtures are sanitary and odor free.			
4-29c	6. Medical care procedures for emergencies and minor health problems after admission follow specified criteria.				4-30e	16. Personal cleanliness procedures are followed as specified.			
4-29d	7. Child medication is administered only as specified.				4-30f(3)	17. Toys used by child under 36 months are washable and cleaned as specified.			
2-19	8. Parents are notified in the case of:				4-30a(2)	18. Drinking water is available to children at all times.			
2-19a	a. Medical emergencies.								
2-19b	b. Communicable diseases.				4-31b	19. Pets are free from disease, immunized and sanitarily maintained.			
2-19c	c. Acute illnesses.								
4-20	9. Nap and rest periods are provided for children as specified.				5-27	20. Pest control operations are approved per local requirements.			
4-21b	10. Disposable diapers are used exclusively except for medically indicated exceptions.				5-26	21. Custodial and housekeeping services are provided as specified.			
DATE	CSS COORDINATOR *(Signature)*				DATE	HEALTH CONSULTANT *(Signature)*			

Check YES, or NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

FOOD/NUTRITION STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
4-32	1. Foods are served to help meet children's total nutrition needs.				4-34f	12. Parental and physician desires concerning food practices are provided within program capabilities.			
4-33	2. Installation is enrolled in USDA Child Care Food program if applicable.				4-32	13. Food is provided by parents only as specified.			
5-22g	3. A kitchen is provided as specified.				4-19g	14. Children are served meals and snacks family style within their activity room.			
4-37	4. Kitchen appliances and equipment are provided per USDA and DAAG-PSY guidelines.				4-19h	15. Eating areas in infant and toddler rooms are not adjacent to diaper changing unit.			
4-34a	5. Meals and snacks are provided appropriate to hours of service.				4-19i	16. Caregivers regularly sit with the children during meals and snacks.			
4-34c	6. USDA Recommended/Dietary Allowances are used as a guide to meal planning.				4-19e	17. Infants are regularly held for feedings and bottles are not propped.			
4-34e	7. The nutritional aspects of the food program are coordinated with a dietitian.				4-19d	18. Infants are within sight of caregivers while self-feeding.			
3-20e(2),(3)	8. Food service personnel have received training in child nutrition, menu planning, food handling, food preparation, food sanitation practices, food-borne disease control and environmental sanitation.				4-19a	19. Children are not forced to eat; food is not used to punish or reward children.			
4-35	9. Food is prepared and stored per USDA guidelines and AR 40-5.								
4-36	10. The food services area will be maintained per USDA guidelines and AR 40-5.								
4-34g	11. Menus are posted and available for parents.								
DATE	CDS COORDINATOR *(Signature)*				DATE	DIETITIAN *(Signature)*			

Check YES, or NO. * If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

FIRE PREVENTION STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
5-33	1. Facilities meet requirement of DOD 4270.1M and NFPA 101 Life Safety Code except as modified by AR 608-10.				5-33b(3)	9. The FADS transmits a signal directly to the fire department or fire alarm control center serving the facility.			
5-34a	2. Documented fire inspections are conducted on a monthly basis.				5-33d(4)	10. A fire exit is located no more than 150 feet from any point in the facility and 100 feet from any occupied room door.			
5-15	3. Maximum facility capacity has been established by the fire marshall and posted near the lobby area.				5-33d(5),(6)	11. Outside exit doors and doors used for exits have panic hardware in operable condition and swing in the direction of exit travel.			
5-33a(2)	4. Programs serving children under 5 years are located on the ground floor regardless of facility construction.				5-33d(1)	12. Each room used as a child activity space has at least two remote exits as specified in reference.			
5-33a(3)	5. Programs serving children under 5 years are located in a noncombustible or fire resistive building. Existing wood frame or ordinary construction building may be used as specified in reference.				5-33d(3)	13. All infant activity rooms have a direct exterior, crib accessible, exit with an inclined ramp for emergency evacuation of wheeled cribs.			
5-33c(1)	6. Walls separating age group activity rooms are fire-rated for one hour.				5-34g	14. Evacuation cribs or devices in operable condition are available to remove infants.			
5-33b(1)(a) 5-33b(4)	7. A hard-wired automatic fire alarm and detection system (FADS) is provided as specified in reference. The fire and evacuation alarm is capable of being operated manually.				5-34c	15. All personnel are trained in evacuation procedures.			
					5-34d	16. Drill procedures are published and conspicuously posted in the building.			
5-33b(1)(b)	8. An automatic sprinkler system for all hazard areas is provided as specified in reference.								
DATE	CDS COORDINATOR *(Signature)*				DATE	FIRE MARSHAL *(Signature)*			

Check YES, or NO. * If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

FIRE PREVENTION STANDARDS *(Compliance Area) (Cont.)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
5-34f	17. Documented fire drills which involve all children and staff are conducted monthly.				5-33b(6)	28. There is at least one hydrant within 200 feet of the facility.			
5-34e	18. Individualized evacuation procedures are posted within each child activity room.								
5-33a(5)	19. Open fireplaces, portable combustion space heaters and electric heaters are not used.								
5-34h	20. Children are not permitted in a room which has a furnace, domestic hot water heater, or gas meter.								
5-33a(6)	21. Thermal insulation meets minimum flame spread and smoke ratings as specified in reference.								
5-33a(7)	22. Carpeting meets minimum flame spread and smoke ratings as specified in reference.								
5-33c(3)	23. Corridors are of noncombustible construction or lined with noncombustible material as specified in AR 420-70.								
5-33a(8)	24. Fuel storage meets NFPA 30 requirements.								
5-33-b(2)	25. Commercial grade kitchen hoods have an automatic extinguishing system per NFPA 96.								
5-34i	26. Smoking is permitted only in designated areas away from child activity spaces and food preparation areas.								
5-33b(7)	27. Portable fire extinguishers are furnished in adult accessible locations.								

Check YES, or NO. * If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

SAFETY STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
5-35	1. Safety procedures and inspections are per DOD Directive 1000.3 and AR 385-10.			
5-36	2. A daily inspection by the CDS personnel is conducted of all facility grounds, child use areas and equipment to identify and take appropriate action to eliminate safety hazards.			
5-8	3. SOPs are available for— a. Emergencies including fire, serious injury and poison ingestion. b. Medication dispensation. c. Child abuse and neglect identification. d. Substitute and additional caregiver. e. Security including key control. f. Janitoral and maintenance services.			
5-35a	a. A telephone capable of reaching the MTF, fire department, off-post residences and parental work sites is available on the premises for emergencies.			
5-36e	5. Current instructions are posted at each telephone to facilitate calling for ambulance, medical, fire and military police services.			
5-6a	6. The program director or responsible designee is on duty during all hours of operation.			

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
5-7a	7. A minimum of two CDS personnel are on duty during all hours of operation.			
5-7b	8. No child is left unattended at any time indoors or outdoors, asleep or awake.			
5-7c	9. All indoor and outdoor child activity spaces are visually and physically accessible to adults for supervision purposes.			
2-19	10. Parents are notified of unusual occurrences involving child health and safety and planned off-site excursions.			
4-14 5-36	11. Indoor program equipment, toys and materials are— a. Safe. b. Non-toxic. c. Durable. d. In working order.			
4-14 5-36	12. Outdoor program equipment, toys and materials are— a. Safe. b. Non-toxic. c. Durable. d. In working order.			
4-20d	13. Crib slat spaces are not greater than 2-3/8 inches.			

DATE	CDS COORDINATOR *(Signature)*	DATE	SAFETY OFFICER *(Signature)*

Check YES, or NO. * If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapp' cable

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FACILITY:

SAFETY STANDARDS *(Compliance Area) (Cont'd)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
5-35b	14. All areas within the facility are free of—				5-35j	24. Radiators, pipes, electrical and heat generating appliances are protected from child contact.			
5-35b(1)	a. Lead-based paint.								
5-35b(2)	b. Loose asbestos particles from ceiling or pipe lagging.				5-36c	25. Matches, power tools, detergents, solvents, cleaning supplies are kept in a locked area.			
5-35b(3)	c. Ureaformaldehyde insulation.								
5-35b(4)	d. Exposed electrical wiring.								
5-35c	15. All windows are screened or protected.				5-36d	26. Flammable, poisonous and highly caustic materials are not stored in the facility.			
5-35d	16. Double-hung windows are counter-balanced to prevent finger or arm injuries.				5-26b	27. Custodial equipment, supplies and materials are approved as specified.			
5-35e	17. Door hardware is operable from either side, non-locking, and free from dangerous protrusions.				4-30a(4)	28. Temperatures in plumbing fixtures accessible to children do not exceed 110°F.			
5-35f	18. Stairways used by children have antislip treads, low handrails, and are constructed of solid materials.				5-20g	29. Outside play area perimeters are enclosed by fencing with adequate child proof access for emergency and maintenance vehicles where appropriate.			
5-35g	19. Floors are free from protrusions, holes and splinters and are in good condition.								
5-35h	20. Sliding glass doors, walls and low windows are marked at adult and child eye level.				5-20f	30. Surfaces under outside play equipment are of type to minimize injuries from falls.			
5-35i	21. Electrical appliances, radiators, heaters, fans, and similar appliances meet UL, NFPA or comparable host nation standards.				5-25b	31. Outside child activity spaces (playground) surfaces are maintained in safe condition for continuous program use.			
5-29c	22. All electrical outlets in child activity spaces are nonremovable child safety type.				5-35k	32. Culverts, drainage ditches, sewer accessories, and all similar hazards are inaccessible to children.			
5-25c	23. Installed equipment is maintained in safe working condition.				5-35l	33. Weed control in children's play areas does not include the use of herbicides.			

Check YES, or NO. *If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

REQUIREMENT CONTROL SYMBOL AG-894

SECTION I - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD *(Month and Year)*

MACOM	MACOM CODE	SUBORDINATE COMMAND CODE

CDS BUILDING NUMBER	CDS BUILDING ADDRESS	CDS TELEPHONE NO./AUTOVON

CHILD DEVELOPMENT SERVICES *(CDS)* MINIMUM STANDARDS CORRECTIVE ACTION PLAN - *(CHILD DEVELOPMENT CENTER)*

REFERENCE	NONCOMPLIANCE			DESCRIPTION OF CORRECTIVE ACTION TAKEN/TO BE TAKEN	COMPLIANCE DATE(s)	SIGNATURE OF REGULATORY OFFICIAL
	ITEM NO.	AREA	CODE			

DATE	COMMAND REPRESENTATIVE *(Signature)*	TELEPHONE NO.(s) *(AUTOVON and Commercial)*

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

REQUIREMENT CONTROL SYMBOL AG-894

SECTION I - CHILD DEVELOPMENT SERVICES *(CDS)* CENTER-BASED SYSTEM

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD *(Month and Year)*

MACOM	MACOM CODE	SUBORDINATE COMMAND CODE

CDS BUILDING NUMBER	CDS BUILDING ADDRESS	CDS TELEPHONE NO./AUTOVON

CHILD DEVELOPMENT SERVICES *(CDS)* USDA PROGRAM DATA - *(CHILD DEVELOPMENT CENTER)*

ENROLLMENT DATE _____ USDA CONTRACT NO. _____ RENEWAL DATE _____

	FACILITY	SYSTEM
1. AVERAGE MONTHLY EXPENDITURES FOR CDS FOOD SERVICES		
2. AVERAGE MONTHLY USDA REIMBURSEMENT		
3. AVERAGE NUMBER OF MEALS SERVED ON A DAILY BASIS		
4. AVERAGE NUMBER OF SUPPLEMENTS SERVED ON A DAILY BASIS		
5. PERCENTAGE OF CHILD ENROLLMENT IN FREE MEAL CATEGORY		
6. PERCENTAGE OF CHILD ENROLLMENT IN REDUCED PRICE CATEGORY		
7. PERCENTAGE OF CHILD ENROLLMENT IN FULL PRICE CATEGORY		

8. MEAL TYPES SERVED ON A DAILY BASIS ☐BREAKFAST ☐LUNCH ☐DINNER ☐AM SUPPLEMENT ☐PM SUPPLEMENT

9. DELIVERY SYSTEM ☐ON SITE PREPARATION ☐CENTRALIZED CDS KITCHEN ☐CONTRACT SERVICES *(Army)* ☐CONTRACT SERVICES *(Civilian)*

10. SPECIALIZED TRAINING TOPICS ☐NUTRITION ☐FOOD SERVICES ☐FOOD SANITARY PRACTICES ☐CHILD GROWTH/DEVELOPMENT ☐FOOD PREPARATION ☐REGULATORY REQUIREMENTS

11. SPECIALIZED TRAINING PROVIDED TO ☐CAREGIVERS ☐FOOD SERVICE PERSONNEL ☐MANAGEMENT PERSONNEL ☐PARENTS ☐CHILDREN

DATE	CDS COORDINATOR *(Signature)*	TELEPHONE NO.(s) *(AUTOVON and Commercial)*

DA FORM 4841-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO

REQUIREMENT CONTROL SYMBOL AG-894

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* QUARTERS-BASED FAMILY CHILD CARE *(FCC)* HOME SYSTEM

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD *(Month and Year)*

MACOM	MACOM CODE	SUBORDINATE COMMAND CODE

FAMILY CHILD CARE HOME TYPES		TOTAL INSTALLATION HOUSING UNITS	TOTAL FCC HOMES	TOTAL FCC HOMES CAPACITY
MULTI-AGE	☐	☐☐☐☐	☐☐☐☐	☐☐☐☐
EXTENDED HOURS	☐			
SICK CHILD	☐			
AGE-SPECIFIC	☐			
SPECIAL NEEDS	☐			

Minimum standard compliance verification for all installation/community FCC Homes has been completed and can be documented upon request. Minimum standards are applicable for the following areas: policy, program management, developmental programs, health, nutrition, facility, fire and safety.

INSTALLATION REPRESENTATIVE SIGNATURE AND TITLE	MACOM REPRESENTATIVE SIGNATURE AND TITLE

TO BE COMPLETED BY MACOM (Check appropriate boxes)

REQUEST DEPARTMENT OF ARMY APPROVAL FOR UNITED STATES DEPARTMENT OF AGRICULTURE *(USDA)* CHILD CARE FOOD PROGRAM

☐ INITIAL APPLICATION ☐ SUBMISSION OF COMPLIANCE VERIFICATION SHEETS AS REQUIRED

☐ RENEWAL ☐ SUBMISSION OF FACILITY CORRECTIVE ACTION PLAN ☐ SUBMISSION OF USDA PROGRAM DATA

TO BE COMPLETED BY HQDA

☐ APPROVAL IS GRANTED/DENIED FOR FORMAL APPLICATION FOR PARTICIPATION IN THE USDA CHILD CARE FOOD PROGRAM.

☐ APPROVAL IS REVALIDATED/DENIED FOR CONTINUED PARTICIPATION IN THE USDA CHILD CARE FOOD PROGRAM. RENEWAL IS FOR A ONE YEAR PERIOD EFFECTIVE _____ THROUGH _____ AT WHICH TIME AN UPDATED DA FORM 4841-R *(CDS Program/ Facility Report)* MUST BE SUBMITTED.

☐ APPROVAL IS DENIED PENDING CORRECTION OF NOTED NONCOMPLIANCE ITEMS AND RESUBMISSION OF CDS PROGRAM/FACILITY REPORT *(DA FORM 4841-R)*

_____

_____

☐ MINIMUM STANDARD CORRECTIVE ACTION PLAN SHOULD BE RESUBMITTED NO LATER THAN _____

DATE	CHIEF, CHILD SERVICES/YOUTH ACTIVITIES DIVISION *(Signature)*	TELEPHONE NO.*(s)* *(AUTOVON and Commercial)*

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | QUARTERS-BASED SYSTEM:

CDS POLICY STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
Applicability Statement	1. All activities, contractors, individuals and private organizations providing child development services on property controlled by the U.S. Army comply with AR 608-10 as applicable.			
1-8b	2. Services reflect assessed needs for full-day, part-day and hourly services.			
1-8b	3. Services reflect assessed needs for infant, toddler, preschool age and school age care.			
1-8c	4. Services support mission requirements and quality of life standards.			
1-8d	5. Services are responsive to needs of patrons living on and off post.			
1-8h	6. All program services provided are developmental in nature regardless of setting or length of time in care.			
1-8j	7. There is no dissemination of materials or any activities designated to teach or promote religious doctrines.			
1-8k	8. All program services are available to and affordable by active duty sponsors.			
1-8e	9. Quarters-based services are a supplement to, not a substitute for, center-base_ services.			

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
4-7	10. Child enrollment is handled centrally. Patron referral services are provided.			
	11. Regulatory proponents provide technical assistance and/or monitoring—			
2-3b	a. CDS coordinator			
2-8	b. FCC program director			
2-3c	c. Health consultant			
2-3d	d. Safety officer			
2-3e	e. Facility engineer			
2-3f	f. Housing officer			
2-3g	g. Staff judge advocate			
2-3h	h. Fire marshal			
2-3i	i. Provost marshal			
2-3j	j. Dietitian			
2-3k	k. ACS officer			
2-5a,b	12. Annual internal review is conducted by a Developmental Assessment Team (DAT).			
3-10a	13. All staffing reflects program requirements to support services offered.			
3-18	14. The CDS coordinator and FCC program director receives training as specified.			
3-27	15. Parents provide advisory input.			
3-28	16. A parent education program is established as specified.			

DATE	COMMANDER *(Signature)*	DATE	CDS COORDINATOR *(Signature)*

Check YES, or NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

DA FORM 4841-R, Aug 83

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | QUARTERS-BASED SYSTEM:

CDS POLICY STANDARDS *(Compliance Area) (Cont'd)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
4-1	17. The CDS coordinator and all program directors meet for policy coordination.								
4-7*f*	18. Written CDS program policies are available.								

Check YES, or NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | QUARTERS-BASED FCC SYSTEM:

PROGRAM MANAGEMENT STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
3-12e	1. An FCC program director is provided to implement and manage the quarters-based care system.					10. SOPs include provisions for—			
					6-8a	a. FCC provider communication linkages.			
					6-8b	b. FCC provider and CDS center linkages.			
3-12f	2. An FCC outreach worker is provided for systems comprised of more than 30 FCC homes.				6-8c	c. CDS services to FCC providers.			
					6-8d	d. FCC special purpose homes.			
					6-8e	e. FCC provider reporting procedures.			
3-12f	3. No FCC outreach worker's caseload exceeds 40 FCC homes.				3-19b	11. Each FCC provider receives annual training as specified.			
3-14c	4. Clerical support is provided to the FCC program director.				4-6	12. Admission criteria is implemented as specified.			
1-8f	5. All family child care within Government quarters occurs in CDS certified FCC homes.				2-14b	13. Child placement data is centrally available to monitor FCC age group compositions.			
3-16e	6. FCC provider receives ongoing written and oral CDS program and policy guidance.				2-11	14. Child records are maintained as specified.			
2-7b	7. There is a SOP for FCC provider and home certification procedures.				2-12b	15. FCC provider records are maintained as specified.			
2-8b	8. There is a SOP for the FCC system which includes provision for—				2-14d	16. Records are maintained on FCC home certification as specified.			
	a. Program compliance verification.				2-13	17. Program records and operations data			
	b. Allegations and complaints.				2-14	are collected and maintained as specified.			
	c. Noncompliance.								
	d. Suspension or revocation process.				2-17	18. Reporting requirements to commands, MACOM and DA are met as specified.			
4-4c	9. FCC providers carry personal liability insurance per local requirements.								

DATE	CSS COORDINATOR *(Signature)*	DATE	FCC PROGRAM DIRECTOR *(Signature)*

Check YES, or NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FCC PROVIDER/HOME:

DEVELOPMENTAL STANDARDS (Compliance Area)

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
6-5	1. Adult/child ratios are maintained.				4-13	9. Daily indoor and outdoor activities are planned for all children.			
6-5	2. Child group sizes are maintained.				4-18	10. Child routines support growth and development patterns.			
6-5	3. Age composition of child groups is maintained.				4-12	11. Indoor play space and furnishings are arranged to allow developmentally appropriate child activities.			
4-15	4. The FCC provider— a. Nurtures and cares for children with affection. b. Uses appropriate caregiving techniques. c. Interacts directly with children in program activities. d. Role-models communication and social interaction skills. e. Fosters positive self-concept in children. f. Stimulates children's intellectual capabilities.				4-19j	12. Adult size furnishings and equipment are adapted for child use when necessary.			
					4-14	13. Toys and equipment are appropriate to child age level, ability and interest			
					4-14	14. Toys and equipment support types of program activities specified in 4-13.			
4-23	5. Constructive discipline techniques are used. No form of corporal punishment is utilized.				4-12 4-14	15. Toys, equipment and materials are accessible to children in a manner supportive of self-help initiatives.			
4-17	6. Night care requirements are met as specified.				4-25	16. Television operation is limited to programs specifically designed for children.			
4-16	7. Program practices reflect unique age group needs.								
6-9b	8. A sample written daily activity schedule is available to parents.								

DATE	FCC PROGRAM DIRECTOR *(Signature)*

Check YES, or NO. * If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FCC PROVIDER/HOME:

HEALTH STANDARDS (Compliance Area)

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
4-27	1. FCC provider and home occupants have met health requirements.				4-30e	11. Personal cleanliness procedures are followed as specified.			
4-28	2. Child health requirements have been met.				4-30f(1)	12. Soiled clothing/diapers are changed promptly.			
4-8b	3. Children are screened for illness upon daily arrival.				4-21e, f	13. Soiled diapers and clothing are stored as specified.			
4-29a	4. Denial of service to ill children is based upon specified criteria.				4-21c	14. Diaper changing areas are sanitized as specified after each use.			
4-29b	5. Readmission of children following illness is based upon specified criteria.				4-21g	15. Training chair receptacles are emptied and sanitized after each use.			
4-29c	6. Medical care procedures for emergencies and minor health problems after admission follow specified criteria.				4-31b	16. Pets are free from disease, immunized as appropriate and sanitarily maintained.			
4-29d	7. Child medication is administered only as specified.				4-30f(2)	17. Toilet rooms and fixtures are sanitary and odor free.			
	8. Parents are notified in the case of—				4-30f(3)	18. Toys used by children under 36 months are washable and cleaned as specified.			
2-19a	a. Medical emergencies.								
2-19b	b. Communicable diseases.				6-14d	19. FCC home areas occupied by children are maintained to meet local standards of orderliness and cleanliness.			
2-19c	c. Acute illnesses.								
4-20	9. Nap and rest periods are provided for children as specified.								
4-30a(2)	10. Drinking water is available to children at all times.								

DATE	HEALTH CONSULTANT *(Signature)*	DATE	FCC PROGRAM DIRECTOR *(Signature)*

Check YES, or NO. *If NO, please indicate the code number(s) below which best describe the reason(s) for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FCC PROVIDER/HOME:

FOOD/NUTRITION STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
4-33	1. FCC provider is enrolled in USDA Child Care Food program.								
4-34a	2. Meals and snacks are provided appropriate to hours of service.								
4-32	3. Foods are served to help meet children's total nutrition needs.								
4-34c	4. USDA Recommended/Dietary Allowances are used as a guide to meal planning.								
4-34g	5. Menus are posted or available for parents.								
4-34f	6. Parental and physician desires concerning food practices are provided within program capabilities.								
4-35d	7. Food provided by parents is labeled with child's name and refrigerated if applicable. Feeding instructions are provided.								
4-19e	8. Infants are regularly held for feedings and bottles are not propped.								
4-19d	9. Infants are within sight of FCC provider while self-feeding.								
4-19a	10. Children are not forced to eat, and food is not used as a punishment or a reward.								
DATE	FCC PROGRAM DIRECTOR *(Signature)*								

Check YES, or NO. * If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FCC PROVIDER/HOME:

FIRE PREVENTION STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE	REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
6-18	1. FCC homes meet the requirement of NFPA 101 except as modified by AR 608-10.				6-18g	9. Open fireplaces, portable combustion space heaters, and electric heaters are not used as a heat source in child activity areas.			
6-19a	2. Fire inspections are conducted annually and as required by local requirement.				6-19b	10. The FCC provider has been trained in evacuation procedures.			
6-18a	3. Housing units used for FCC homes are not located above the fourth floor in a multistory building.				6-19c	11. There is a contingency plan for evacuation of children from the FCC home.			
6-18b	4. Each floor level that is occupied by children in care has at least two separate exits to the outside, one of which may be a window.				6-19d	12. Documented fire drills involving all children are held at least once every month at different times of the day and upon enrollment of a new child.			
6-18c	5. In a dwelling of unprotected wood frame construction, every room used for sleeping, living, or dining purposes has at least two means of exit, one of which may be a window.				6-19f	13. Children are not left unaccompanied in the kitchen.			
6-18d	6. In a multistory building with open stairways where levels above the ground floor are used for care, there is a smoke detector on each floor in a shared hallway.				6-19e	14. The FCC provider does not smoke when engaged in caregiving practices, i.e. child feeding, diapering, dressing, rocking/holding.			
6-18e	7. There is a battery operated or hardwired smoke detector inside the FCC housing unit used for child care.								
6-18f	8. There is an operable ABC multipurpose dry chemical extinguisher (minimum 2-3/4 pound) inside the FCC housing unit.								
DATE	FIRE MARSHAL *(Signature)*				DATE	FCC PROGRAM DIRECTOR *(Signature)*			

Check YES, or NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)*
   (a) None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FCC PROVIDER/HOME:

SAFETY STANDARDS *(Compliance Area)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
6-21a	1. Safety inspections are conducted annually by regulatory proponents and as needed per local requirements.			
6-21b	2. The FCC provider insures FCC home interior spaces and outside activity areas are free of safety hazards and takes corrective action regarding same on a daily basis.			
6-6a	3. The FCC provider is in the home during all times children are in care per specified criteria.			
6-7	4. Children are supervised per criteria specified.			
6-13b	5. Children playing in unfenced child activity spaces under 5 years of age are accompanied by FCC provider.			
6-6e	6. There is a contingency plan for emergency care of children.			
6-20a	7. There is a telephone other than a pay phone in the FCC home.			
6-21f	8. Current instructions are posted at each telephone to facilitate calling for ambulance, medical, fire and military police service.			
6-21c	9. Indoor program equipment, toys and materials are safe, durable, in working order and have a nontoxic finish.			
6-21c	10. Outdoor program equipment, toys and materials are safe, durable, in working order and have a nontoxic finish.			
6-20o	11. Outdoor play space is free of hazards as specified.			
4-20d	12. Crib slat spaces are no greater than 2-3/8".			
6-20b	13. Areas used for care of children are free of— a. Lead-based paint exceeding lead quantity standards. b. Loose asbestos particles from ceiling or pipe laggings. c. Ureaformaldehyde insulation. d. Exposed electrical wiring. e. Tripping hazards. f. Choking hazards.			
6-21g	14. Children are not permitted in rooms which have a furnace, domestic water heater, gas meter or open flame heater as specified.			
6-20c	15. All open windows in rooms used by children are securely screened, opened only from the top, or protected by a barrier.			

DATE	SAFETY OFFICER *(Signature)*	DATE	FCC PROGRAM DIRECTOR *(Signature)*

Check YES, or NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

MINIMUM STANDARDS COMPLIANCE VERIFICATION | FCC PROVIDER/HOME

SAFETY STANDARDS *(Compliance Area) (Cont'd)*

REFERENCE	COMPLIANCE ITEM	YES	NO	*CODE
6-20d	16. Windows and doors leading to upper level balconies and porches are secured or locked at all times children are present.			
6-20e	17. Doors having direct outside egress are not left ajar without a protective barrier.			
6-20f	18. Door hardware is operable, free from dangerous protrusions and capable of being unlocked from either side.			
6-20g	19. Sliding glass doors are plainly marked at child eye level to avoid accidental impact.			
6-20i	20. Stairways used by children are lighted, free of all hazards, carpeted or have nonslip treads.			
6-20h	21. There is a barrier at the entry to any stairway accessible to children under 3 years of age.			
6-20l	22. Electrical appliances meet UL, NFPA or comparable host nation standards.			
6-20m	23. All electrical outlets are covered when not in use.			
6-20n	24. Heating elements have protective devices to prevent child contact.			
6-21d	25. Matches, power tools, detergents, solvents and cleaning supplies are kept in a secured area inaccessible to children.			
6-21e	26. Firearms and ammunition, other weapons, drugs, poisons, flammable or caustic materials, and insecticides are stored in locked cabinets or areas.			

Check YES, or NO. *If NO, please indicate the code number*(s)* below which best describe the reason*(s)* for non-compliance.

1. Insufficient Funding - *(a)* AF - *(b)* NAF - *(c)* User Fees
2. Inadequate Facilities
3. Insufficient Resources - *(a)* Personnel - *(b)* Materials/Equipment
4. Ineffective Management Practices
5. Standard Operating Procedures *(SOPS)* *(a)* None - *(b)* Incomplete/Inadequate
6. Staff Lacks Adequate Skills/Knowledge
7. Consultation/Technical Assistance Needed
8. Other - Specify on Comment Sheet
9. Nonapplicable

CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

REQUIREMENT CONTROL SYMBOL AG-894

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* QUARTERS-BASED FAMILY CHILD CARE *(FCC)* HOME SYSTEM

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD *(Month and Year)*

MACOM	MACOM CODE	SUBORDINATE COMMAND CODE

TOTAL INSTALLATION HOUSING UNITS	TOTAL FCC HOMES	TOTAL FCC HOMES CAPACITY

CHILD DEVELOPMENT SERVICES *(CDS)* MINIMUM STANDARDS CORRECTIVE ACTION PLAN - *(QUARTERS-BASED SYSTEM (FAMILY CHILD CARE (FCC) HOMES)*

REFERENCE	NONCOMPLIANCE			DESCRIPTION OF CORRECTIVE ACTION TAKEN/TO BE TAKEN	COMPLIANCE DATE(s)	SIGNATURE OF REGULATORY OFFICIAL
	ITEM NO.	AREA	CODE			

DATE	COMMAND REPRESENTATIVE *(Signature)*	TELEPHONE NO.(s) *(AUTOVON and Commercial)*

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT For use of this form, see AR 608-10; the proponent agency is TAGO.				*REQUIREMENT CONTROL SYMBOL AG-894*
SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* QUARTERS-BASED FAMILY CHILD CARE *(FCC)* HOME SYSTEM				
INSTALLATION	MAILING ADDRESS		TELEPHONE NO./AUTOVON	REPORTING PERIOD *(Month and Year)*
MACOM	MACOM CODE		SUBORDINATE COMMAND CODE	
FAMILY CHILD CARE PROVIDER NAME	FAMILY CHILD CARE HOME ADDRESS		TELEPHONE NUMBER	

CHILD DEVELOPMENT SERVICES *(CDS)* MINIMUM STANDARDS CORRECTIVE ACTION PLAN - *(FAMILY CHILD CARE (FCC) HOME)*						
REFERENCE	NONCOMPLIANCE			DESCRIPTION OF CORRECTIVE ACTION TAKEN/TO BE TAKEN	COMPLIANCE DATE(s)	SIGNATURE OF REGULATORY OFFICIAL
	ITEM NO.	AREA	CODE			
DATE	COMMAND REPRESENTATIVE *(Signature)*				TELEPHONE NO.(s) *(AUTOVON and Commercial)*	

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CHILD DEVELOPMENT SERVICES *(CDS)* PROGRAM/FACILITY REPORT

For use of this form, see AR 608-10; the proponent agency is TAGO.

REQUIREMENT CONTROL SYMBOL AG-894

SECTION II - CHILD DEVELOPMENT SERVICES *(CDS)* QUARTERS-BASED FAMILY CHILD CARE *(FCC)* HOME SYSTEM

INSTALLATION	MAILING ADDRESS	TELEPHONE NO./AUTOVON	REPORTING PERIOD *(Month and Year)*

MACOM	MACOM CODE	SUBORDINATE COMMAND CODE

TOTAL INSTALLATION HOUSING UNITS ☐☐☐☐ TOTAL FCC HOMES ☐☐☐☐ TOTAL FCC HOMES CAPACITY ☐☐☐☐

CHILD DEVELOPMENT SERVICES *(CDS)* USDA PROGRAM DATA - *(QUARTERS-BASED SYSTEM - FAMILY CHILD CARE (FCC) HOMES)*

ENROLLMENT DATE _____ USDA CONTRACT NO. _____ RENEWAL DATE _____

1. NUMBER OF CERTIFIED FCC HOMES ENROLLED IN USDA CHILD CARE FOOD PROGRAM _____ # ☐☐☐☐☐
2. AVERAGE MONTHLY CDS USDA REIMBURSEMENT _____ $ ☐☐☐☐☐
3. AVERAGE MONTHLY FCC HOME/PROVIDER USDA REIMBURSEMENT _____ $ ☐☐
4. SPECIALIZED TRAINING TOPICS _____

☐ NUTRITION ☐ FOOD SERVICES ☐ FOOD SANITARY PRACTICES ☐ CHILD GROWTH/DEVELOPMENT

☐ FOOD PREPARATION ☐ REGULATORY REQUIREMENTS

5. NUMBER OF FCC PROVIDERS RECEIVING ABOVE SPECIALIZED TRAINING _____ # ☐☐☐

REMARKS

DATE	CDS COORDINATOR *(Signature)*	TELEPHONE NO.(s) *(AUTOVON and Commercial)*

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